

APPENDIX N

OPERATIONAL SUPPORT AIRLIFT (OSA) PRIORITIES

1. General. Each Department of Defense Component must use the following priority and urgency codes when requesting OSA aircraft missions:

a. Priority Codes.

(1) Priority 1. Emergency. Airlift in direct support of operational forces engaged in combat, contingency, or peacekeeping operations directed by the Secretary of Defense or for emergency lifesaving purposes.

(2) Priority 2. Required. "Required use" airlift or airlift requests with compelling operational considerations making commercial transportation unacceptable. Considerations for making commercial transportation unacceptable may include time or delivery constraints, team travel restrictions, or security requirements. Mission cannot be satisfied by any other mode of travel.

(3) Priority 3. Cost Effective/Space Available. Official business airlift that is validated to be more cost-effective than commercial air travel when supported by military aircraft or official business travel when consolidated with another request(s) on previously scheduled missions.

b. Urgency Codes. These codes, which must be used within the framework of the priority codes, relate to the amount of time allowable between identification of the requirement and execution of the flight.

(1) Urgency 1 - Combat. Airlift of personnel or materiel in direct support of forces alerted for or engaged in general war or national contingency operations.

(2) Urgency 2 - Lifesaving or Operational. Airlift of personnel or materiel in direct support of lifesaving operation or operational forces deployed or preparing for mobilization.

(3) Urgency 3 - Humanitarian. Airlift of personnel or materiel in direct support of authorized and urgent humanitarian operations.

(4) Urgency 4 - Critical. Airlift of personnel or materiel that, while not fulfilling a higher urgency, would critically impact the outcome of unit requirements if not immediately supported exactly as requested.

(5) Urgency 5 - Priority. Airlift of personnel or materiel that, while not fulfilling a higher urgency, would have a serious impact on the outcome of unit requirements if not fulfilled. Changes or consolidation with other requests would not adversely affect unit requirements.

(6) Urgency 6 - Routine. Airlift of personnel or materiel scheduled as part of an organization's daily and/or weekly routine or travel that is qualified on a cost-effective basis but

does not meet the requirements of a higher urgency code. Changes or consolidation with other requests would not affect unit requirements.

APPENDIX O

ROUTING GUIDE FOR INTERNATIONAL AIR TRAVEL ON AIR MOBILITY COMMAND (AMC) CATEGORY B (PATRIOT EXPRESS) PASSENGER AIRLIFT

1. AMC Category B (Patriot Express) channel flights transport Department of Defense (DOD) passengers in full planeload lots on commercial aircraft chartered by AMC. DOD policy mandates AMC procured channel airlift (Category B) will be used in connection with international travel. See Chapter 103 for DOD Policy and procedures on the use of AMC Category B passenger travel. Flights operate internationally on a regular schedule between military and/or commercial air terminals. Reservations for passenger seats are made in the AMC Global Air Transportation Execution System (GATES) by official travel providers and DOD transportation offices.
2. This routing guide is not all inclusive of all routes serviced by AMC and was created primarily for routing permanent change of station (PCS) passengers. Refer to GATES or contact a Passenger Reservation Center (See Figure 103-1) for all routes serviced by AMC.

PART I

AMC PASSENGER CHANNEL FLIGHTS CATEGORY B (PATRIOT EXPRESS) ROUTING GUIDE CONUS OUTBOUND

KEY:

(C) = Commercial plane configured to carry passengers.

(Combi) = Commercial plane configured to carry passengers and cargo.

(M) = Military plane configured to carry passengers and cargo.

TO COUNTRY (AMC ARRIVAL POINT)	FROM:	AMC DEPARTURE POINT(S) (AMC CHANNEL)	ROUTE PASSENGER ON CATEGORY B IF FINAL DESTINATION IS:
ANTIGUA			
St Johns (SJH)	CONTINENTAL UNITED STATES (CONUS)	Patrick AFB FL (COF-SJH) (Combi)	Antigua
ASCENSION ISLAND			
Georgetown (ASI)	CONUS	Patrick AFB FL (COF-ASI) (Combi)	Ascension Island
AZORES			
Lajes Field (LGS)	CONUS	Atlanta International Airport (IAP) GA (ATL-LGS) (C) Baltimore IAP MD (BWI-LGS) (C) Norfolk NAS VA (NGU-LGS) (C) McGuire AFB NJ (WRI-LGS) (Combi)	Azores
BAHRAIN (See CENTCOM MSG 242202Z JUL 02 at Attachment 1 for further guidance)			
Bahrain (BAH)	CONUS	Norfolk NAS VA NGU-BAH (C)	Bahrain

TO COUNTRY (AMC ARRIVAL POINT)	FROM:	AMC DEPARTURE POINT(S) (AMC CHANNEL)	ROUTE PASSENGER ON CATEGORY B IF FINAL DESTINATION IS:
CRETE			
Souda Bay NAS (CHQ)	CONUS	Norfolk NAS VA (NGU-CHQ) (C)	Crete
CUBA			
Guantanamo Bay NAS (NBW)	CONUS	Jacksonville NAS FL (NIP-NBW) (C) Norfolk NAS VA (NGU-NBW) (C)	Guantanamo Bay NAS
DIEGO GARCIA			
Diego Garcia (NKW)	CONUS	Norfolk NAS VA (NGU-NKW) (C) Paya Lebar, Singapore (QPG-NKW) (Combi) (M)	Diego Garcia Atoll Singapore
GERMANY			
Rhein Main AB (FRF)	CONUS	Atlanta GA (ATL-FRF) (C) Baltimore IAP MD (BWI- FRF) (C) Charleston IAP* SC (CHS- FRF) (C) *Note: Effective FY03 Charleston IAP service will be dropped	Frankfurt (FRA), Ramstein AB, Rhein Main AB, Buchel, Sembach AB, Spangdahlem AB, Heidelberg, Mannheim, Darmstadt, Hanau, Giessen, Baumholder, Wiesbaden, Kaiserslautern, (or local areas of)
GREENLAND			
Thule AB (THU)	CONUS	Baltimore IAP MD (BWI-THU) (Combi) McGuire AFB NJ (WRI-THU) (Combi)	Greenland
HONDURAS			
Soto Cano (PLA))	CONUS	Charleston AFB, SC CHS-PLA (M)	Honduras

TO COUNTRY (AMC ARRIVAL POINT)	FROM:	AMC DEPARTURE POINT(S) (AMC CHANNEL)	ROUTE PASSENGER ON CATEGORY B IF FINAL DESTINATION IS:
ICELAND			
Keflavik NAS (KEF)	CONUS	Baltimore IAP MD (BWI-KEF) (C) Norfolk NAS VA (NGU-KEF) (C)	Iceland
ITALY			
Aviano AFB (AVB)	CONUS	Atlanta IAP (IAP) GA (ATL-AVB) (C) Baltimore IAP MD (BWI-AVB) (C)	Aviano AFB, Venice, Vicenza, (or local areas of)
Naples NAS (NAP)	CONUS	Norfolk NAS VA (NGU-NAP) (C)	Naples NAS (or local area of)
Sigonella NAS (SIZ)	CONUS	Norfolk NAS VA (NGU-SIZ) (C)	Sigonella NAS, Fontanarossa Catania, (or local areas of), Sicily
JAMAICA			
Kingston (KIN)	Guantanamo NAS CUBA	Guantanamo NAS CUBA (NBW-KIN) (M)	Jamaica
JAPAN			
Iwakuni MCAS (IWA)	CONUS	Los Angeles IAP CA (LAX-IWA) (C) Seattle-Tacoma IAP WA (SEA-IWA) (C)	Iwakuni MCAS (or local area of)
Kadena AB (Okinawa) (DNA)	CONUS	Los Angeles IAP CA (LAX-DNA) (C) Seattle-Tacoma IAP WA (SEA-DNA) (C)	Okinawa, Ryukyu Island MCB Camp Butler, MCAS Futenma, Camp Foster, Camp Schwab, Camp Hansen, Camp Courtney, 10 ASG Torii Station
Misawa AB (MSJ)	CONUS	Los Angeles IAP CA (LAX-MSJ) (C) Seattle-Tacoma IAP WA (SEA-MSJ) (C)	Misawa AB (or local area of)

TO COUNTRY (AMC ARRIVAL POINT)	FROM:	AMC DEPARTURE POINT(S) (AMC CHANNEL)	ROUTE PASSENGER ON CATEGORY B IF FINAL DESTINATION IS:
Yokota AB (OKO)	CONUS	Los Angeles IAP CA (LAX-OKO) (C) Seattle-Tacoma IAP WA (SEA-OKO) (C)	All other Japan locations except Iwakuni, Okinawa, Misawa, and Sasebo. See Part III for Sasebo.
KOREA			
Kunsan AB (KUZ)	CONUS	Seattle-Tacoma IAP WA (SEA-KUZ) (C)	Kunsan AB (or local area of)
Osan AB (OSN)	CONUS	Los Angeles IAP CA (LAX-OSN) (C) Seattle-Tacoma IAP WA (SEA-OSN) (C)	All of Korea except Kunsan, Chinhae and Pusan. See Part III for Chinhae and Pusan.
KUWAIT (See CENTCOM MSG 242202Z JUL 02 at Attachment 1 for further guidance)			
Kuwait City (KWI)	CONUS	Baltimore IAP MD (BWI-KWI) (C) Atlanta IAP GA (ATL-KWI) (C)	Kuwait

TO COUNTRY (AMC ARRIVAL POINT)	FROM:	AMC DEPARTURE POINT(S) (AMC CHANNEL)	ROUTE PASSENGER ON CATEGORY B IF FINAL DESTINATION IS:
KYRGYZSTAN (See CENTCOM MSG 242202Z JUL 02 at Attachment 1 for further guidance)			
Manus (FRU)	CONUS	Baltimore IAP MD (BWI- FRU) (C)	Kyrgyzstan
OMAN (See CENTCOM MSG 242202Z JUL 02 at Attachment 1 for further guidance)			
Masirah Island (MSH)	CONUS	Baltimore IAP MD (BWI- MSH) (C)	Masirah Island
Thumrait (TTH)	CONUS	Baltimore IAP MD (BWI- TTH) (C)	Thumrait
PUERTO RICO			
Roosevelt Roads NAS (NRR)	CONUS	Jacksonville NAS FL (NIP-NRR) (C) Norfolk NAS VA (NGU-NRR) (C)	Puerto Rico
QATAR (See CENTCOM MSG 242202Z JUL 02 at Attachment 1 for further guidance)			
Al Udeid (IUD)	CONUS	Baltimore IAD MD (BWI-IUD)	Al Udeid
SAUDI ARABIA (See CENTCOM MSG 242202Z JUL 02 at Attachment 1 for further guidance)			
Prince Sultan AB – Al Kharj (AKH)	CONUS	Baltimore IAP MD (BWI-AKH) (C)	Prince Sultan AB (Al Kharj)

TO COUNTRY (AMC ARRIVAL POINT)	FROM:	AMC DEPARTURE POINT(S) (AMC CHANNEL)	ROUTE PASSENGER ON CATEGORY B IF FINAL DESTINATION IS:
SPAIN			
Rota NAS (RTA)	CONUS	Norfolk NAS VA (NGU-RTA) (C)	Rota NAS, Jerez de la Frontera, Seville, (or local areas of)
TURKEY			
Incirlik AB - Adana (ADA)	CONUS	Baltimore IAP MD (BWI-ADA) (C)	Incirlik AB, Adana (or local areas of)
UNITED ARAB EMIRATES (See CENTCOM MSG 242202Z JUL 02 at Attachment 1 for further guidance)			
Al Dhafra (DHF)	CONUS	Baltimore IAP MD (BWI- DHF) (C)	Al Dhafra
UNITED KINGDOM			
Mildenhall (MHZ)	CONUS	Baltimore IAP MD (BWI-MHZ) (C)	RAF Croughton, RAF Fairford, RAF Feltwell, RAF Lakenheath, RAF Mildenhall, RAF Molesworth/Alconbury/ Upwood, (or local areas of)

PART II

AMC PASSENGER CHANNEL FLIGHTS CATEGORY B (PATRIOT EXPRESS) ROUTING GUIDE INBOUND TO CONUS

KEY:

(C) = Commercial plane configured to carry passengers.

(Combi) = Commercial plane configured to carry passengers and cargo.

(M) = Military plane configured to carry passengers and cargo.

ROUTE PASSENGERS ON AMC CATEGORY B IF PASSENGER IS ORIGINATING:	TO:	AMC ARRIVAL POINT(S) (AMC CHANNEL)
ANTIGUA		
St. Johns (SJH)	CONTINENTAL UNITED STATES (CONUS)	Patrick AFB FL (SJH-COF) (Combi)
ASCENSION ISLAND		
Georgetown (ASI)	CONUS	Patrick AFB FL (ASI-COF) (Combi)
AZORES		
Lajes Field (LGS)	CONUS	Atlanta International Airport (IAP) GA (LGS-ATL) (C) Baltimore IAP MD (LGS-BWI) (C) Norfolk NAS VA (LGS-NGU) (C) McGuire AFB NJ (LGS-WRI) (Combi)
BAHRAIN (See CENTCOM MSG 242202Z JUL 02 at Attachment 1 for further guidance)		
Bahrain (BAH)	CONUS	Norfolk NAS VA (BAH-NGU) (C)
CRETE		
Souda Bay NAS (CHQ)	CONUS	Norfolk NAS VA (CHQ-NGU) (C)
CUBA		
Guantanamo Bay NAS (NBW)	CONUS	Jacksonville NAS FL (NBW-NIP) (C) Norfolk NAS VA (NBW-NGU) (C)
DIEGO GARCIA		
Diego Garcia (NKW)	CONUS Singapore	Norfolk NAS VA (NKW-NGU) (C) Paya Lebar, Singapore (NKW-QPG) (Combi) (M)

ROUTE PASSENGERS ON AMC CATEGORY B IF PASSENGER IS ORIGINATING:	TO:	AMC ARRIVAL POINT(S) (AMC CHANNEL)
GERMANY		
Rhein Main AB (FRF), Frankfurt (FRA), Ramstein AB, Buchel, Sembach AB, Spangdahlem AB, Heidelberg, Mannheim, Darmstadt, Hanau, Giessen, Baumholder, Wiesbaden, Kaiserslautern, (or local areas of)	CONUS	Atlanta IAP GA (FRF-ATL) (C) Baltimore IAP MD (FRF-BWI) (C) Charleston IAP* SC (FRF-CHS) (C) *Note: Effective FY03 Charleston IAP service will be dropped
GREENLAND		
Thule AB (THU)	CONUS	Baltimore IAP MD (THU-BWI) (Combi)
HONDURAS		
Soto Cano (PLA)	CONUS	Charleston AFB SC (PLA-CHS) (M)
ICELAND		
Keflavik NAS (KEF)	CONUS	Baltimore IAP MD (KEF-BWI) (C) Norfolk NAS VA (KEF-NGU) (C)
ITALY		
Aviano AFB (AVB), Venice, Vicenza, (or local areas of)	CONUS	Atlanta IAP GA (AVB-ATL) (C) Baltimore IAP MD (AVB-BWI) (C)
Naples NAS (NAP) (or local area of)	CONUS	Norfolk NAS VA (NAP-NGU) (C)
Sigonella NAS (SIZ), Fontanarossa Catania, (or local areas of), Sicily	CONUS	Norfolk NAS VA (SIZ-NGU) (C)
JAMAICA		
Kingston (KIN)	Guantanamo NAS CUBA	Guantanamo NAS CUBA (KIN-NBW) (M)
JAPAN		
Iwakuni MCAS (IWA), (or local area of)	CONUS	Los Angeles IAP CA (IWA-LAX) (C) Seattle-Tacoma IAP (IWA-SEA) (C)
Okinawa, Ryukyu Island, Kadena AB (DNA), MCB Camp Butler, Camp Courtney, MCAS Futenma, Camp Foster, Camp Hansen, Camp Schwab, 10 ASG Torii Station	CONUS	Los Angeles IAP CA (DNA-LAX) (C) Seattle-Tacoma IAP WA (DNA-SEA) (C)
Misawa AB (MSJ) (or local area of)	CONUS	Los Angeles IAP CA (MSJ-LAX) (C) Seattle-Tacoma IAP WA (MSJ-SEA) (C)

ROUTE PASSENGERS ON AMC CATEGORY B IF PASSENGER IS ORIGINATING:	TO:	AMC ARRIVAL POINT(S) (AMC CHANNEL)
Yokota AB (OKO). All other locations in Japan, except Misawa, Okinawa, Iwakuni MCAS, and Sasebo. See Part III for Sasebo.	CONUS	Los Angeles IAP CA (OKO-LAX) (C) Seattle-Tacoma IAP WA (OKO-SEA) (C)
KOREA		
Kunsan AB (KUZ)	CONUS	Seattle-Tacoma IAP WA (KUZ-SEA) (C)
Osan AB (OSN) All other locations in Korea, except, Kunsan, Chinhae and Pusan (See Part III for Chinhae and Pusan)	CONUS	Los Angeles IAP CA (OSN-LAX) (C) Seattle-Tacoma IAP WA (OSN-SEA) (C)
KUWAIT (See CENTCOM MSG 242202Z JUL 02 at Attachment 1 for further guidance)		
Kuwait City (KWI)	CONUS	Baltimore IAP MD (KWI-BWI) (C) Atlanta IAP GA (KWI-ATL) (C)
KYRGYZSTAN (See CENTCOM MSG 242202Z JUL 02 at Attachment 1 for further guidance)		
Manus (FRU)	CONUS	Baltimore IAP MD (FRU-BWI) (C)
OMAN (See CENTCOM MSG 242202Z JUL 02 at Attachment 1 for further guidance)		
Thumrait (TTH)	CONUS	Baltimore IAP MD (FRU-BWI) (C)
Masirah Island (MSH)	CONUS	Baltimore IAP MD (MSH-BWI) (C)
PUERTO RICO		
Roosevelt Roads NAS (NRR)	CONUS	Jacksonville NAS FL (NRR-NIP) (C) Norfolk NAS VA (NRR-NGU) (C)
QATAR (See CENTCOM MSG 242202Z JUL 02 at Attachment 1 for further guidance)		
Al Udeid (IUD)	CONUS	Baltimore IAP MD (IUD-BWI) (C)
SAUDI ARABIA (See CENTCOM MSG 242202Z JUL 02 at Attachment 1 for further guidance)		
Prince Sultan AB-Al Kharj (AKH)	CONUS	Baltimore IAP MD (AKH-BWI) (C)
SPAIN		
Rota NAS (RTA), Jerez de la Frontera,	CONUS	Norfolk NAS VA (RTA-NGU) (C)

ROUTE PASSENGERS ON AMC CATEGORY B IF PASSENGER IS ORIGINATING:	TO:	AMC ARRIVAL POINT(S) (AMC CHANNEL)
Seville (or local area of)		
TURKEY		
Incirlik AB-Adana (ADA)	CONUS	Baltimore IAP MD (ADA-BWI) (C) Charleston IAP* SC (ADA-CHS) (C) *Note: Effective FY03 Charleston IAP service will be dropped
UNITED ARAB EMIRATES (See CENTCOM MSG 242202Z JUL 02 at Attachment 1 for further guidance)		
Al Dhafra (DHF)	CONUS	Baltimore IAP MD (DHF-BWI) (C) Charleston IAP* SC (DHF-CHS) (C) *Note: Effective FY03 Charleston IAP service will be dropped
UNITED KINGDOM		
RAF Mildenhall (MHZ), RAF Croughton, RAF Fairford, RAF Feltwell, RAF Lakenheath, RAF Molesworth/Alconbury/Upwood, (or local areas of)	CONUS	Baltimore IAP MD (MHZ-BWI) (C)

PART III

ALTERNATIVE COMMERCIAL ROUTING IF AMC SERVICE NOT AVAILABLE

The following table serves as routing guidance to the nearest commercial airport if AMC Category B (Patriot Express) service is not available or AMC does not service the destination.

(Refer to Parts I and II for specific locations serviced by AMC Category B.)

COMMERCIAL AIRLIFT	
TO:	CLOSEST COMMERCIAL AIRPORT(S)
Alaska	
Elmendorf AFB	ANC - Anchorage International Airport
Eielson AFB	FAI - Fairbanks International Airport
Australia	ASP – Alice Springs Airport
	BNE - Brisbane International
	BME - Broom International
	DRW – Darwin International
	MEL – Melbourne International
	PER – Perth International
	SYD – Sydney International
Azores, Portugal	
Lajes Field	TER - Terceira Island
Bahrain	
Bahrain	BAH – Manama
Bosnia	
Sarajevo	SJJ - Sarajevo
Tuzla AB	SJJ - Sarajevo
Croatia	
Zagreb	ZAG - Zagreb
Cuba	
Guantanamo Bay	None
Diego Garcia	
Diego Garcia, British Indian Ocean Territories (BIOT)	None
France	
Istre	MRS - Marseilles

COMMERCIAL AIRLIFT	
TO:	CLOSEST COMMERCIAL AIRPORT(S)
Germany	
Ansbach	NUE/MUC - Nuremberg/Munich
Bad Aibling	STR/MUC - Stuttgart/Munich
Bamburg	NUE/MUC - Nuremberg/Munich
Baumholder	FRA -Frankfurt International
Buchel	FRA -Frankfurt International
Darmstadt	FRA -Frankfurt International
Garmisch	STR/MUC - Stuttgart/Munich
Giessen	FRA -Frankfurt International
Geilenkirchen AB	BRU - Brussels International
Grafenwoehr	NUE/MUC - Nuremberg/Munich
Hanau	FRA -Frankfurt International
Hohenfels	NUE/MUC - Nuremberg/Munich
Kaiserslautern	FRA -Frankfurt International
Kitzingen	NUE/MUC - Nuremberg/Munich
Mannheim	FRA -Frankfurt International
Wiesbaden	FRA -Frankfurt International
Ramstein AB	FRA -Frankfurt International
Rhein Main AB	FRA -Frankfurt International
Schweinfurt	NUE/MUC - Nuremberg/Munich
Sembach AB	FRA -Frankfurt International
Spangdahlem AB	FRA -Frankfurt International
Stuttgart	STR/MUC - Stuttgart/Munich
Vilseck	NUE/MUC - Nuremberg/Munich
Wuerzburg	NUE/MUC - Nuremberg/Munich
Greece	
Araxos AB	ATH - Athens
Larissa	SKG - Thessaloniki
Greenland	
Thule AB	THU - Thule
Guam	
Andersen AFB	GUM - WonPat International Airport
Hawaii	
Hickam AFB	HNL - Honolulu International Airport

COMMERCIAL AIRLIFT	
TO:	CLOSEST COMMERCIAL AIRPORT(S)
Hungary	
Taszar AB	BUD - Budapest
Iceland	
Keflavik	RKV - Reykjavik Iceland
Israel	
Tel Aviv	TLV - Tel Aviv
Italy	
Aviano AB	VCE - Venice
Ghedi AB	VRN – Verona (1 st choice) MXP – Milan (2 nd choice)
LaMaddalena	OLB - Olbia
Naples	NAP - Naples
San Vito	BDS - Brindisi
Camp Darby	PSA - Pisa
Sigonella, Sicily	CTA - Fontanarossa Catania
Vicenza	VCE - Venice
Japan	
Kadena AB, Okinawa	OKA - Naha, Okinawa
Yokota AB	HND/NRT - Haneda/Narita, Tokyo
Misawa AB	MSJ - Misawa
Iwakuni MCAS	HIJ - Hiroshima, then rail service to Iwakuni, MCAS or OSA Osaka*, then rail service to Iwakuni, MCAS. *Note: Ensure Osaka passengers have at least \$300.00 (USD), per person, to convert to yen to defray the cost of rail and incidental expenses
Sasebo	FUK/NGS – Fukuoka/Nagasaki
Korea	
Chinhae	PUS - Pusan
Kunsan AB	ICN - Incheon International Airport
Osan AB	ICN - Incheon International Airport
Pusan	PUS - Pusan
Kuwait	
Kuwait City	KWI - Kuwait City
Macedonia	
Skopje	SKP - Skopje
Camp Able Sentry	SKP - Skopje
Norway	

COMMERCIAL AIRLIFT	
TO:	CLOSEST COMMERCIAL AIRPORT(S)
Stavanger	SVG - Sola/Stavanger
Saudi Arabia	
Prince Sultan	RUH - King Khaled International, Riyadh
Singapore	
Singapore	SIN - Singapore Changi
Spain	
Rota	XRY - Jerez de la Frontera
Moron AB	SVQ - Seville
Turkey	
Ankara	ESB - Ankara
Eskisehir AB	ESB - Ankara
Incirlik AB	ADA - Adana
Izmir	IGL - Izmir
United Kingdom	
RAF Croughton	LGW - Gatwick, LHR - Heathrow, STN -Stansted
RAF Fairford	LGW - Gatwick, LHR - Heathrow, STN -Stansted
RAF Feltwell	LGW - Gatwick, LHR - Heathrow, STN -Stansted
RAF Lakenheath	LGW - Gatwick, LHR - Heathrow, STN -Stansted
RAF Menwith Hill	LBA - Leeds
RAF Mildenhall	LGW - Gatwick, LHR - Heathrow, STN -Stansted
RAF Molesworth	LGW - Gatwick, LHR - Heathrow, STN -Stansted

ATTACHMENT ONE

CENTCOM MSG 242202Z JUL 02

01 01 242202Z JUL 02 PP RR UUUU AT ZYUW

NO

USCINCCENT MACDILL AFB FL

HQ DA WASHINGTON DC//DCSLOG/TSP/TSZ//

HQ USAF WASHINGTON DC//ILG/ILGD//

CNO WASHINGTON DC//N41//

CMC WASHINGTON DC//LF/LFT/LPC/LPO/LPI/PP//

USCINCTrans SCOTT AFB IL//TCJ3/4//

USEUCOM VAIHINGEN GE//ECJ4/ECJ4-MRD/LRC//

USCINCFCOM NORFOLK VA//JO2M/J4/JRLR//

USPACOM CAMP SMITH HI//J4//TLOC//

HQ DLA FT BELVOIR VA//J33/J34/J341/DLA-01//

USSOCOM MACDILL AFB FL//

INFO USCINCTrans SCOTT AFB IL//TCJ3-ODJ/LT/LRC/TCJ4-BC//

JOINT STAFF WASHINGTON DC//J4-LRC//

COMUSARCENT-CDRUSATHIRD FORT MCPHERSON GA//G3/G4//

COMUSCENTAF SHAW AFB SC//A4-LGT/A4//

CFACC PSAB SA//A4/A4-TRANS/JMC/DIRMOBFOR//

COMUSMARCENT//G3/G4//

COMUSNAVCENT//N4/N3//

CTF 53 BAHRAIN

DIRMOBFOR PSAB SA//CC/CV//

HQ TACC SCOTT AFB IL//CC/XOG/XOGE//

HQ AMC SCOTT AFB IL//DON/FM//

HQ USAFE RAMSTEIN AB GE//LGT/LGXI/LRC/ACA//

COMSOCCENT MACDILL AFB FL//J3/J4/J5//

COMCFLCC CAMP DOHA KU//C4//

CJTF SWA//J3/J4//

CJTF DOHA KU//J3/J4//

CINCLANTFLT

CDR598TH TRANS GP TML ROTTERDAM NL

726 AMS RHEIN MAIN AB GE//CC/TR//
723 AMS RAMSTEIN AB GE//CC/TR//
721 AMOG RAMSTEIN AB GE//CC/CD/TR//
21ST TSC KAISERSLAUTERN GE
1ST TMCA KAISERSLAUTERN GE
CDRUSAREUR HEIDELBERG GE//DCSOPS/DCSLOG//
MARFORPAC CAMP SMITH HI//G3/G4//
NAVTRANSUPPCENT NORFOLK VA
NORFOLK NAS NORFOLK VA
SOCCENT FORWARD BAHRAIN
6TH TRANS MACDILL AFB FL//LGTT//
HQ AFMC WRIGHT PATTERSON AFB, OH//LGT/LGS/ACA/LSO//
DDC NEW CUMBERLAND PA
436TH APS DOVER DE//CC/TR//
USCENTCOM MACDILL AFB FL//CCJ1/CCJ2/CCJ3/CCJ3-
PJ/CCJ4/CCJ5/CCJ6/CCJ8//
86 TRNS RANSTEIN AB GE//LGT/LGTO/LGTT/LGTM//
8EAMSS PRINCE SULTAN AB, SA//CC//
CJTF 180 BAGRAM AFG
HQ ACC LANGLEY AFB, VA//LGTT/AEF//
HQ AFSPC PETERSON AFB CO//LGT/LGTV/LGTT//
HQ AETC RANDOLPH AFB TX//LGT/LGS//

UNCLAS

SUBJ:UPDATED CENTCOM AOR CARGO/PASSENGER ROUTING INSTRUCTIONS

REQUEST ALL ADDRESSEES PASS THIS INFORMATION TO ALL THEIR
COMPONENT UNITS AND ALL CONCERNED.

REF A/USCINCCENT MSG DTG 112152Z JAN 02, OEF WEAPONS AND AMMO IN
CHECKED BAGGAGE VIA COMMERCIAL AIRCRAFT

REF B/USCENTAF-A4 MSG DTG 201321Z MAY 02, PASSENGER ROUTING
INSTRUCTIONS FOR OSW AND OEF

PART I- GENERAL INFORMATION

1. INFORMATION BELOW PROVIDES UPDATED GENERAL MOVEMENT GUIDANCE
FOR CENTCOM AREA OF RESPONSIBILITY (AOR) LOCATIONS-REQUEST ALL
ADDRESSEES PASS THIS INFORMATION TO ALL CONCERNED WITH MOVING
THEIR CARGO AND PASSENGERS EXPEDITIOUSLY. THIS MESSAGE SUPERSEDES
USCENTCOM MSG DTG 042148ZMAR02.

COUNTRY IDENTIFIER	LOCATION	ICAO	AIR TERMINAL ID
AFGHANISTAN	BAGRAM	OAIX	OAI
	KABUL	OAKB	KBL
	MAZAR-I-SHARIF	OAMS	MZR
	QANDAHAR	OAKN	KDH
BAHRAIN	MANAMA	OBBI	BAH
	SHAIKH ISA	OBBS	HSA
DJIBOUTI	AMBOULI	HDAM	JIB
EGYPT	CAIRO	HECA	CAI
	CAIRO WEST	HECW	CWE
JORDAN	MARKA	OJAM	ADJ
KUWAIT	ALI AL SALEM	OKAS	KEZ
	AL JABER	OKAJ	IZE
	KCIA	OKBK	KWI
KYRGYZSTAN	BISHKEK-MANAS	UAFM	FRU
OMAN	MASIRAH	OOMA	MSH
	SEEB	OOMS	MCT
	THUMRAIT	OOTH	TTH

PAKISTAN	ISLAMABAD	OPRN	ISB
	JACOBABAD	OPJA	JAG
	BANDARI/SHAMSI	OPB1	OP4
QATAR	AL UDEID	OTBH	IUD
	DOHA	OTBD	DOH
SAUDI ARABIA (KSA)	KING KHALID	OERK	RUH
	PRINCE SULTAN	OEPS	AKH
TAJIKISTAN	DUSHANBE	UTDD	DYU
TURKMENISTAN	ASHGABAT	UTAA	ASB
UNITED ARAB EMIRATES (UAE)	AL DHAFRA	OMAM	DHF
	FUJAIRAH	OMFJ	FJR
	MINHAD	OMDM	NHD
UZBEKISTAN	KARSHI-KHANABAD	UTSK	KSQ
	TASHKENT	UTTT	TAS

PART II-CARGO MOVEMENT GUIDANCE:

1. GENERAL INFORMATION

STRICT COMPLIANCE WITH THE INFORMATION BELOW WILL ENSURE CARGO REACHES ITS FINAL DESTINATION IN A TIMELY MANNER. SHIPPERS SHOULD PLAN ACCORDINGLY AS ALL FLIGHTS ARE SUBJECT TO CHANGE. IT IS IMPERATIVE THAT ALL REQUISITIONERS, CONSIGNORS, AND SHIPPERS MAINTAIN STRICT ADHERENCE TO THE FOREIGN CLEARANCE GUIDE (FCG) AND THESE POLICIES WHEN TRANSPORTING CARGO IN OR OUT OF THE CENTCOM AOR.

A. DOVER AFB, DE-AERIAL PORT OF EMBARKATION (APOE) FOR SHIPMENTS TO: AL UDEID, CAIRO, CAMP SNOOPY-DOHA (TRANSIENT HUB FOR DJIBOUTI, DUSHANBE, MASIRAH, QANDAHAR, AND SHAMSI-BANDARI), KUWAIT (KCIA) (TRANSIENT HUB FOR AL JABER, ALI AL SALEM, AND CAMP DOHA), MANAS (TRANSIENT HUB FOR BAGRAM, KARSHI-KHANABAD, AND MAZAR-E-SHARIF), PSAB, SEEB (TRANSIENT HUB FOR AL DHAFRA, BAGRAM, JACOBABAD, MASIRAH, QANDAHAR, AND SHAMSI-BANDARI), AND THUMRAIT.

NOTE 1: DO NOT SEND HAZARD CLASS 1.1 OR 1.3 TO DOHA.

NOTE 2: TO FACILITATE CARGO MOVEMENT, MASIRAH CAN ALSO BE USED AS A TRANSIENT HUB FOR DJIBOUTI.

B. NORFOLK NAS, VA-APOE FOR SHIPMENTS TO: BAHRAIN (TRANSIENT HUB FOR SHAIKH ISA), AND FUJAIRAH.

C. RAMSTEIN AB, GER-EUROPEAN APOE FOR SHIPMENTS TO: AMMAN, MANAS (TRANSIENT HUB FOR BAGRAM, KARSHI-KHANABAD, AND MAZAR-E-SHARIF), CAIRO, CAMP SNOOPY-DOHA (TRANSIENT HUB FOR DJIBOUTI, DUSHANBE, MASIRAH, QANDAHAR AND SHAMSI-BANDARI), KCIA (TRANSIENT HUB FOR ALJABER, ALI AL SALEM, AND CAMP DOHA), PSAB, AND SEEB (TRANSIENT HUB FOR AL DHAFRA, AL UDEID, BAGRAM, JACOBABAD, MASIRAH, QANDAHAR, SHAMSI-BANDARI, AND THUMRAIT).

NOTE 1: DO NOT SEND HAZARD CLASS 1.1 OR 1.3 TO DOHA.

NOTE 2: TO FACILITATE CARGO MOVEMENT, MASIRAH CAN ALSO BE USED AS A TRANSIENT HUB FOR DJIBOUTI.

D. ROTA NAVAL STATION-EUROPEAN APOE FOR SHIPMENTS TO: BAHRAIN

E. KADENA AB, OKINAWA-TRANSSHIPMENT APOE SHIPMENTS TO: BAHRAIN AND FUJAIRAH.

F. INCIRLIK AB, ADANA TURKEY-TRANSSHIPMENT APOE FOR SHIPMENTS TO: BAGRAM, AND KARSHI-KHANABAD.

NOTE: UTILIZE THIS ROUTE TO SHIP ALL OUTSIZED/OVERSIZED CARGO AND NON C130 COMPATIBLE/CONFIGURED CARGO, ICED RATIONS (DRY OR WET), CONSTANT SECURITY SURVEILLANCE (CSS) CARGO, AND EXPLOSIVES OVER 510 KGS TOTAL TO BAGRAM, KARSHI-KHANABAD, AND MANAS.

G. SEEB AB, MUSCAT OMAN-INTRATHEATER APOE FOR SHIPMENTS TO: AL DHAFRA, AL UDEID, BAGRAM, JACOBABAD, MASIRAH, QANDAHAR, SHAMSI-BANDARI, AND THUMRAIT.

H. DOHA INTERNATIONAL (CAMP SNOOPY), QATAR-INTRATHEATER APOE FOR SHIPMENTS TO: DJIBOUTI, DUSHANBE, MASIRAH, QANDAHAR AND SHAMSI-BANDARI.

NOTE: DO NOT SEND HAZARD CLASS 1.1 OR 1.3 TO DOHA.

I. GANCI AB, MANAS KYRGYZSTAN-INTRATHEATER APOE FOR SHIPMENTS TO: BAGRAM, KARSHI-KHANABAD, AND MAZAR-E-SHARIF.

CAUTION: SEND NO MORE THAN 70 PALLETS PER WEEK THROUGH GANCI AB FOR ONWARD TRANSSHIPMENT.

NOTE 1: FOR INTRATHEATER TRANSSHIPMENT, SEND NO ICED RATIONS, AND ONLY C130 COMPATIBLE/CONFIGURED CARGO.

2. KINGDOM OF SAUDI ARABIA (KSA): THIS SECTION PROVIDES KSA REQUIREMENTS, USCINCCENT POLICY, AND LOGISTICAL PROCEDURES NECESSARY TO TRANSPORT CARGO INTO AND OUT OF THE KSA. PRINCE SULTAN AB (PSAB-ICAO IDENTIFIER: OEPS) WILL NOT BE USED AS A TRANSIENT POINT FOR CARGO ASSIGNED OUTSIDE PSAB. THIS IS A DIRECT VIOLATION OF THE FCG, AND CUSTOMS AND IMMIGRATION.

A. CARGO FOR US COMBATANT FORCES, SHIPPED VIA AIR, WILL ONLY ENTER KSA VIA PSAB. ACCORDINGLY, ALL AIR CARGO MUST BE AIRLIFTED VIA MILITARY AIRCRAFT OR COMMERCIAL EXPRESS CARRIERS WITH LANDING RIGHTS AT PSAB (UPS, FEDEX OR DHL). CARGO SENT TO US COMBATANT FORCES VIA CIVILIAN AIRPORTS WITHIN THE KSA WILL BE DETAINED BY KSA CUSTOMS AUTHORITIES. IF AGREEMENTS FOR ITS RELEASE CANNOT BE OBTAINED THROUGH KSA CUSTOMS, ITEMS WILL BE RETURNED TO THE SHIPPER AT THE SHIPPER'S EXPENSE.

B. SEAPORT OF DAMMAM, WILL NOT BE USED AS "TRANS-SHIPMENT POINT" FOR SEALIFT CARGO MANIFESTED FOR OTHER GULF OF OMAN OR PERSIAN GULF COUNTRIES PER SAUDI LAW. (THIS IS AN EXTREMELY SENSITIVE ISSUE - STRICT COMPLIANCE MUST BE OBSERVED). THIS INCLUDES SHIPMENT OF VEHICLES FROM SAUDI ARABIA TO NEIGHBORING PERSIAN GULF OR GULF OF OMAN COUNTRIES.

C. ENSURE TRANSPORTATION CONTROL NUMBERS, AIRWAY BILL NUMBERS, SHIPPING CONTAINER NUMBERS, NOUN NAMES, NATIONAL STOCK NUMBERS (NSN), AND QUANTITIES ON ACTUAL SHIPPING DOCUMENTS EXACTLY MATCH THE MINISTRY OF DEFENSE AND AVIATION (MODA) REQUEST LETTER. ADDITIONALLY, INCLUDE DIGITAL PICTURES OF ALL SHIPMENTS. FAILURE TO DO SO MAY RESULT IN THE SHIPMENT BEING DETAINED BY KSA CUSTOMS OFFICIALS.

D. ALL SHIPMENTS NEED SPECIFIC AND AMPLE JUSTIFICATION STATEMENTS FOR ANY INCREASES IN CURRENT LEVELS/STOCKS. REFERENCE DOD FCG INTERNET SITE FOR SPECIFICS.

E. DO NOT TRANSPORT ITEMS THAT CAN BE LOCALLY PROCURED ON THE KSA ECONOMY. ONLY UNIQUE MILITARY (WAR-FIGHTING) ITEMS MAY BE SHIPPED WITHOUT INCURRING CUSTOMS FEES. OFFICE SUPPLIES, FURNITURE, COMPUTERS, ELECTRONICS, AND CONSUMABLES-ARE NOT UNIQUE-OFTEN DO NOT CLEAR KSA CUSTOMS AND WILL BE HELD IN DETENTION. US FORCES ARE NOT PERMITTED TO PAY CUSTOMS FEES OR DEMURRAGE.

F. THE JOINT MOVEMENT CENTER (JMC) WILL NOT SCHEDULE ONWARD MOVEMENT OF CARGO SHIPPED TO PSAB DESTINED TO OTHER APODS. CARGO WILL BE RETURNED TO ORIGIN

G. RECOMMENDED TECHNIQUES TO REDUCE THE LIKELIHOOD OF CARGO BEING DETAINED:

(1). ENSURE COPIES OF THE KSA HOST NATION LETTERS IN BOTH ENGLISH AND ARABIC ARE ATTACHED TO THE CARGO (PALLET, CONTAINER, OR BOX) AND ACCOMPANY CARGO MANIFESTS ON THE AIRCRAFT OR SHIP.

(2). PACK AND TRANSPORT MILITARY-UNIQUE ITEMS IN BOXES OR CONTAINERS (NOTE: DO NOT INCLUDE ANY OTHER QUESTIONABLE ITEMS SUCH AS ELECTRONICS, COMMUNICATIONS EQUIPMENT, MEDICAL SUPPLIES, ETC).

(3). ENSURE TRANSPORTATION DOCUMENTS ON THE CARGO HIGHLIGHT THEIR MILITARY APPLICATION (I.E. USE "F-15 TIRES" RATHER THAN "TIRES" OR USE "MILITARY SPECIFICATION SOLVENT FOR HIGH-TEMPERATURES" RATHER THAN SIMPLY "SOLVENT").

(4). INCLUDE THE FOLLOWING TWO STATEMENTS ON ALL CARGO MOVEMENT CLEARANCE REQUESTS AND ACCOMPANYING TRANSPORTATION DOCUMENTATION, "PURPOSE OF MOVEMENT (JUSTIFICATION):" "ALL CARGO FOR THIS MOVEMENT IS IN DIRECT SUPPORT OF OPERATION SOUTHERN WATCH/OPERATION ENDURING FREEDOM." "THESE ITEMS ARE NOT AVAILABLE IN THE KINGDOM OF SAUDI ARABIA ON THE LOCAL ECONOMY."

H. UNIT ROTATIONS, EXERCISES AND OTHER UNIT MOVEMENT:

(1). USCENTCOM/CCJ4-F2C2 WILL ENSURE PROCEDURAL GUIDANCE FOR OBTAINING KSA PRIOR APPROVAL IS INCLUDED IN TIME PHASED FORCE AND DEPLOYMENT DATA (TPFDD) LETTERS OF INSTRUCTION (LOI) AND EXERCISE DIRECTIVES.

(2). FOR MUNITIONS, IDENTIFY OUT-SHIPMENT ASSETS EQUAL TO THE QUANTITY REQUESTED, OR IDENTIFY EXPENDED ASSETS.

I. FOR CARGO MOVING VIA AMC, THE SHIPPER/UNIT MUST PROVIDE TACC A COPY OF THE KSA MODA HOST NATION APPROVAL LETTER FOR TRANSPORTATION OF CARGO IN BOTH ENGLISH AND ARABIC AT LEAST 15 DAYS PRIOR TO SCHEDULED MOVEMENT IN ORDER TO FILE FOR DIPLOMATIC CLEARANCE FOR THE AIRCRAFT.

3. IMPORTANT INTERNET SITES FOR TRANSPORTATION OF CARGO:

A. DODAAC - RECOMMEND USE OF THIS WEB SITE FOR PROPER SHIPPING, MAILING, AND BILLING ADDRESSES - [HTTPS://DODAAC.WPAFB.AF.MIL](https://DODAAC.WPAFB.AF.MIL).

B. DEFENSE TRANSPORTATION REGULATION (DTR) PART V, DOD CUSTOMS AND BORDER CLEARANCE POLICIES AND PROCEDURES.

(1) BEFORE SHIPPING INTERNATIONALLY AND, TO ENSURE HOST NATION CUSTOMS CLEARANCE AND ROUTING REQUIREMENTS HAVE BEEN SATISFIED, CHECK DTR PART V, AVAILABLE ON THE WEB AT:

[HTTP://PUBLIC.TRANSCOM.MIL/J4/J4LT/DTR.HTML](http://PUBLIC.TRANSCOM.MIL/J4/J4LT/DTR.HTML).

(2) ADDITIONAL INFORMATION IS ALSO AVAILABLE ON THE DOD CUSTOMS PROGRAM WEB PAGE INCLUDING INFORMATION ON CODE OF FEDERAL REGULATION (CFR) TITLES, CUSTOMS BULLETINS, PERSONAL PROPERTY CONSIGNMENT INSTRUCTION GUIDE (PPCIG) AND LINKS TO OTHER FEDERAL BORDER CLEARANCE AGENCIES AT

[HTTPS://BUSINESS.TRANSCOM.MIL/APPLICATIONS/CUSTOMS/DODCUSTOMS.CFM](https://BUSINESS.TRANSCOM.MIL/APPLICATIONS/CUSTOMS/DODCUSTOMS.CFM).

PART III-PASSENGER MOVEMENT

1. GENERAL INFORMATION- THIS MESSAGE PERTAINS TO ALL PERSONNEL TRAVELING TO/FROM SOUTHWEST ASIA (SWA) AND THE CENTRAL ASIAN STATES (CAS). THE PRIMARY MEANS OF TRAVEL IS AIR MOBILITY COMMAND (AMC) ORGANIC (PATRIOT EXPRESS) OR COMMERCIAL CONTRACTED CHANNEL AIRLIFT. PERSONNEL TRAVELING ON OTHER THAN AMC CHANNEL AIRLIFT MISSIONS TO SWA AND CAS MUST REFER TO THE INSTRUCTIONS CONTAINED IN THE DEPARTMENT OF DEFENSE (DOD) FOREIGN CLEARANCE GUIDE (FCG) AT [HTTP://WWW.FCG.PENTAGON.MIL](http://WWW.FCG.PENTAGON.MIL) (ALL LOWERCASE).

2. STRICT COMPLIANCE WITH THE BELOW INFORMATION WILL ENSURE PASSENGERS REACH THEIR FINAL DESTINATIONS IN A TIMELY MANNER. FREE-FLOWING OF PASSENGERS INTO THE AOR TO ARRIVE PRIOR TO THE DATE REQUIRED IN PLACE (DRI) IS NOT AUTHORIZED. AGAIN, PASSENGERS ARE REMINDED THE PRIMARY MEANS OF TRAVEL IS BY AMC ORGANIC/CONTRACTED AIRLIFT.

3. FORCE PROTECTION MUST BE OF PRIMARY CONCERN BEFORE PASSENGERS ARE SCHEDULED FOR TRAVEL ON OTHER THAN AMC ORGANIC/CONTRACTED AIRLIFT MISSIONS. EXCEPT FOR ISLAMABAD, NO COMMERCIAL TRAVEL OFFICE (CTO) EXIST IN AFGHANISTAN, KYRGYZSTAN, PAKISTAN, AND QATAR AIR BASES.

4. PSAB WILL NOT BE USED AS A TRANSIENT POINT FOR PASSENGERS ASSIGNED DUTY OUTSIDE PSAB. THIS IS A DIRECT VIOLATION OF THE FCG, CUSTOMS AND IMMIGRATION.

5. MEMBERS TRAVELING THROUGH INCIRLIK AB, ADANA TURKEY MUST HAVE NATO ORDERS IN CONJUNCTION WITH TAD/TDY/PCS ORDERS. FAILURE TO DO SO WILL RESULT IN MEMBER REROUTED TO GERMANY TO OBTAIN REQUIRED ORDERS AND/OR ADDITIONAL CUSTOMS CHARGES TO BE PAID IN US CASH

CURRENCY ONLY. PERSONNEL SHOULD PLAN ACCORDINGLY SINCE ALL FLIGHTS ARE SUBJECT TO CHANGE.

6. US MILITARY PASSENGERS MOVING BY COMMERCIAL TRANSPORT IN, OUT, OR WITHIN AFRICA, CENTRAL ASIAN STATES AND SOUTHWEST ASIA GEOGRAPHIC AREA WILL WEAR CIVILIAN CLOTHING UNLESS ALL ITINERARY TERMINALS ARE UNDER MILITARY CONTROL. CIVILIAN CLOTHING IS MANDATORY IN MANY COUNTRIES IF DISEMBARKING THE AIRCRAFT FOR ANY REASON, TO INCLUDE REFUELING. TRAVEL ORDERS WILL BE ANNOTATED TO REFLECT THE ABOVE RESTRICTIONS TO INCLUDE AUTHORIZATION FOR WEAR OF PROPER CIVILIAN CLOTHING WHILE TRAVELING.

7. PASSENGER BOOKING: AIR FORCE TMOS WILL CALL USCENTAF A4-LGT IF THEY ARE EXPERIENCING PROBLEMS BOOKING FLIGHTS, OPERATING GATES OR REQUIRE ACL ADJUSTMENTS. OTHER SERVICES WILL CONTACT THE AMC PASSENGER RESERVATION CENTER (PRC) FOR ASSISTANCE AT DSN 312-779-7862 OR IN EUROPE, RHEIN MAIN PRC AT DSN 314-330-7015/7016.

8. ALL PASSENGERS ON INTRATHEATER AIRLIFT WILL REQUIRE TRAVEL ORDERS. ORDERS FOR TRAVEL TO THE CENTCOM AOR SHOULD STATE VARIATIONS AUTHORIZED; IF THEY DO NOT THEN MEMBERS MUST HAVE NEW ORDERS PRODUCED WITH SPECIFIED ROUTING OR AN OFFICIAL PASS ACCOMPANYING ORIGINAL ORDERS.

A. BALTIMORE-WASHINGTON INT'L (BWI) -APOE FOR PASSENGERS DESTINED TO: AL DHAFRA, AL UDEID (TRANSIENT HUB FOR CAMP SNOOPY-DOHA, DJIBOUTI, JACOBABAD, AND SHAMSI-BANDARI), CAIRO, KCIA (TRANSIENT HUB FOR ALI AL SALEM, AL JABER AND CAMP DOHA), MANAS (TRANSIENT HUB FOR BAGRAM, KARSHI KHANABAD, AND MAZAR-I-SHARIF), MASIRAH (TRANSIENT HUB FOR DJIBOUTI), PSAB, AND THUMRAIT.

B. NORFOLK NAS-APOE FOR PASSENGERS DESTINED TO: BAHRAIN (INCLUDING SHAIKH ISA), AND FUJAIRAH.

C. RHEIN MAIN AB/FRANKFURT, GER-EUROPEAN TRANSSHIPMENT APOE FOR PASSENGERS DESTINED TO: AL DHAFRA, AL UDEID (TRANSIENT HUB FOR CAMP SNOOPY-DOHA, DJIBOUTI, JACOBABAD, AND SHAMSI-BANDARI), MANAS (TRANSIENT HUB FOR BAGRAM, KARSHI KHANABAD, AND MAZAR-I-SHARIF), MASIRAH (TRANSIENT HUB FOR DJIBOUTI), PSAB, AND THUMRAIT.

D. RAMSTEIN AB, GER-EUROPEAN APOE FOR PASSENGERS DESTINED TO: AMMAN, KCIA, AND PSAB.

NOTE: A SHUTTLE BUS RUNS REGULARLY BETWEEN RAMSTEIN AND RHEIN MAIN-EXPECT 24-72 HOUR DELAY WHEN USING THIS APOE FOR PASSENGER MOVEMENT.

E. INCIRLIK AB, ADANA TURKEY-TRANSSHIPMENT APOE FOR PASSENGERS DESTINED TO: BAGRAM AND KARSHI-KHANABAD.

NOTE: PASSENGERS MUST BE DOUBLE-BOOKED BY HOME STATIONS TO DEPLOYED LOCATIONS.

F. SEEB AB, MUSCAT OMAN-INTRATHEATER APOE FOR PASSENGERS DESTINED TO: AL DHAFRA, AL UDEID, JACOBABAD, MASIRAH, QANDAHAR, AND SHAMSI.

G. DOHA, QATAR-INTRATHEATER APOE FOR PASSENGERS DESTINED TO: DJIBOUTI, DUSHANBE, MASIRAH, QANDAHAR AND SHAMSI.

H. GANCI AB, BISHKEK-MANAS, KYRGYZSTAN-INTRATHEATER APOE FOR PASSENGERS DESTINED TO: BAGRAM, KARSHI-KHANABAD, AND MAZAR-E-SHARIF.

NOTE 1: STANDARD THEATER AIRLIFT ROUTES (STAR) GO REGULARLY FROM ALL INTRATHEATER LOCATIONS TO MAJOR THEATER HUBS AND ARE SUBJECT TO CHANGE. IF YOU HAVE QUESTIONS, YOU CAN CONTACT THE JMC THROUGH THE PHONE NUMBER LISTED. WHILE IN THEATER, RECOMMEND PASSENGERS CONTACT THE AIR TERMINAL OPERATIONS CENTER (ATOC) OR PASSENGER TERMINAL AT YOUR LOCATION FOR ONWARD TRANSPORTATION.

NOTE 2: ALL PERSONNEL ENTERING THE KINGDOM OF SAUDI ARABIA (KSA) VIA COMMERCIAL AIRPORTS, INCLUDING AIRCREW (UNLESS REMAINING WITH THE AIRCRAFT AND NOT DEPARTING THE AIRFIELD ENVIRONMENT), MUST HAVE A VALID US PASSPORT WITH A SAUDI ARABIAN VISA. EXCEPTION: PERSONNEL DEPLOYED IN DIRECT SUPPORT OF OPERATION SOUTHERN WATCH (OSW) AND OPERATION ENDURING FREEDOM (OEF), ARRIVING/DEPARTING EXCLUSIVELY VIA PSAB. ALL VIP PERSONNEL (GENERAL/FLAG OFFICER OR CIVILIAN EQUIVALENT AND ABOVE) INTENDING TO PROCEED TO PSAB ARE REQUIRED TO MAKE THEIR FIRST STOP AT KING KHALID INTERNATIONAL AIRPORT (OERK), RIYADH TO CLEAR CUSTOMS AND IMMIGRATION.

NOTE 3: TAD/TDY US MILITARY PERSONNEL DEPLOYED TO, AND STATIONED IN SAUDI ARABIA IN DIRECT SUPPORT OF OSW AND OEF WHO ARRIVE/DEPART VIA MILITARY/MILITARY-CHARTERED AIRCRAFT INTO PSAB (EXCLUSIVELY) MAY ENTER SAUDI ARABIA WITH ARMED FORCES IDENTIFICATION CARD AND ORDERS. ORDERS MUST CLEARLY STATE THAT PERSONNEL ARE PERFORMING TAD/TDY IN SUPPORT OF OSW OR OEF. ARRIVALS AND DEPARTURES WILL ONLY BE PERMITTED THROUGH PSAB, WHEN USING TAD/TDY ORDERS AND MILITARY IDENTIFICATION. IF TRAVEL IS PLANNED WITHIN THE KSA, ALL TAD/TDY PERSONNEL MUST HAVE IN THEIR POSSESSION AN OFFICIAL PASSPORT AND VALID VISA FOR THE KSA. FAILURE TO DO SO MAY RESULT IN DETAINMENT BY IMMIGRATION AUTHORITIES.

NOTE 4: SAUDI ARABIA DOES NOT ISSUE PLANESIDE OR AIRPORT VISAS.

NOTE 5: US GOVERNMENT PERSONNEL ARRIVING WITHOUT AN OFFICIAL PASSPORT AND VALID SAUDI VISA WILL BE DENIED ENTRY TO THE KSA AND WILL BE DIRECTED TO LEAVE THE KSA, AT PERSONAL EXPENSE, ON THE NEXT AVAILABLE FLIGHT. SIMILARLY, ATTEMPTING TO EXIT WITH AN EXPIRED VISA MAY LEAD TO DELAYS AND POSSIBLE DETENTION BY SAUDI IMMIGRATION OFFICIALS. AERIAL PHOTOGRAPHY OF ANY KIND IS PROHIBITED. PHOTOGRAPHY OF CIVILIAN OR MILITARY AIRPORTS AND SEAPORT FACILITIES IS PROHIBITED.

PART IV-WWX INFORMATION

WWX SHIPMENTS MUST BE MARKED TO GO TO THE FINAL BEDDOWN LOCATION AND NOT THE AERIAL PORT OF DEBARKATION (APOD), SINCE IN SOME CASES THE APOD MAY BE A TRANSSHIPMENT POINT FOR ONWARD MOVEMENT.

PART V TIME-PHASED FORCE DEPLOYMENT DATA (TPFDD) CARGO MOVEMENT

UNAGGREGATED CARGO SHOULD BE MOVED TO APPROPRIATE APOE IN PART II FOR INTRATHEATER MOVEMENT TO BEDDOWN LOCATION. AGGREGATED CARGO SHOULD MOVE DIRECTLY TO FINAL BEDDOWN LOCATION.

PART VI SUSTAINMENT CARGO MOVEMENT DODAAC'S; PROJECT CODE 9GF (OEF) AND 9BU (OSW).

AL DHAFRA

APOE: DOV, RMS, MCT

DODAAC: FB4811

MILCODE: DHF

APOD: OMAM

FROM CONUS, ROUTE ALL SHIPMENTS VIA WWX OR AMC FROM DOVER TO SEEB.
FROM EUROPE, ROUTE ALL CARGO THROUGH RAMSTEIN TO SEEB.

AL JABER

APOE: DOV, RMS, KCIA

DODAAC: FB5819

MILCODE: IZE

APOD: OKAJ

FROM CONUS, ROUTE ALL SHIPMENTS VIA WWX OR AMC FROM DOVER TO KCIA.
FROM EUROPE, ROUTE ALL CARGO THROUGH RAMSTEIN TO KCIA.

ALI AL SALEM

APOE: DOV, RMS, KCIA

DODAAC: FB5820

MILCODE: KEZ

APOD: OKAS

FROM CONUS, ROUTE ALL SHIPMENTS VIA WWX OR AMC FROM DOVER TO KCIA.
FROM EUROPE, ROUTE ALL CARGO THROUGH RAMSTEIN TO KCIA.

AL UDEID

APOE: DOV, RMS, MCT

DODAAC: FB4804

MILCODE: IUD

APOD: OTBH

FROM CONUS, ROUTE ALL SHIPMENTS VIA WWX OR AMC FROM DOVER. FROM
EUROPE, ROUTE ALL CARGO THROUGH RAMSTEIN TO SEEB.

BAGRAM

APOE: DOV, RMS, ADA/FRU

DODAAC: W91EB8

MILCODE: OAI

APOD: OAIX

FROM CONUS, ROUTE ALL SHIPMENTS VIA AMC FROM DOVER TO INCIRLIK AB,
ADANA TURKEY OR GANCI AB, MANAS. FROM EUROPE, ROUTE ALL CARGO
THROUGH RAMSTEIN TO INCIRLIK AB, TURKEY OR GANCI AB, MANAS.

NOTE 1: UTILIZE INCIRLIK AB ROUTE TO SHIP ALL OUTSIZED/OVERSIZED CARGO
AND NON C130 COMPATIBLE/CONFIGURED CARGO, ICED RATIONS (DRY OR
WET), CONSTANT SECURITY SURVEILLANCE (CSS) CARGO, AND EXPLOSIVES
OVER 510 KGS TOTAL TO BAGRAM, KARSHI-KHANABAD, AND MANAS.

NOTE 2: UTILIZE GANCI AB, MANAS ROUTE TO SHIP C130
COMPATIBLE/CONFIGURED CARGO AND DO NOT SEND ICED RATIONS.

BAHRAIN

APOE: NGU, RTA

DODAAC (AIR FORCE): FB4828

DODAAC (NAVY): N09346

MILCODE: BAH

APOD: OBBI

FROM CONUS, ROUTE ALL SHIPMENTS VIA WWX OR AMC FROM NORFOLK
NAVAL STATION, VIRGINIA. FROM EUROPE, ROUTE ALL CARGO THROUGH ROTA
NAVAL AIR STATION, SPAIN.

GANCI AB, MANAS

APOE: DOV, RMS

DODAAC: FB5804

MILCODE: FRU

APOD: UAFM

FROM CONUS, ROUTE ALL SHIPMENTS VIA WWX OR AMC FROM DOVER. FROM
EUROPE, ROUTE ALL SHIPMENTS THROUGH RAMSTEIN.

NOTE: FOR TRANSSHIPMENT TO BAGRAM AND KARSHI-KHANABAD, DO NOT SEND ICED RATIONS AND SEND ONLY C130 COMPATIBLE/CONFIGURED CARGO.

DJIBOUTI

APOE: DOV, RMS, DOH

DODAAC: W91K91

MILCODE: JIB

APOD: HDAM

FROM CONUS, ROUTE ALL SHIPMENTS VIA AMC FROM DOVER TO CAMP SNOOPY-DOHA QATAR. FROM EUROPE, ROUTE SHIPMENTS THROUGH RAMSTEIN TO CAMP SNOOPY-DOHA.

DUSHANBE, TAJIKISTAN

APOE: DOV, RMS, DOH

DODAAC: FB5879

MILCODE: DYU

APOD: UTDD

FROM CONUS, ROUTE ALL SHIPMENTS VIA WWX OR AMC FROM DOVER TO CAMP SNOOPY, DOHA. FROM EUROPE, ROUTE ALL CARGO THROUGH RAMSTEIN TO CAMP SNOOPY, DOHA.

DOHA, QATAR (CAMP SNOOPY)

APOE: DOV, RMS

DODAAC (AIR FORCE): FY5800

DODAAC (ARMY): W91DXY

MILCODE: DOH

APOD: OTBD

FROM CONUS, ROUTE ALL SHIPMENTS VIA WWX OR AMC FROM DOVER. FROM EUROPE, ROUTE ALL CARGO THROUGH RAMSTEIN.

NOTE 1: SEND OUT/OVERSIDED CARGO THROUGH DOH FOR INTRATHEATER TRANSSHIPMENT.

NOTE 2: DO NOT SEND HAZARD CLASS 1.1 OR 1.3 TO DOHA.

FUJAIRAH

APOE: NGU

DODAAC: N55590

MILCODE: FJR

APOD: OMFJ

FROM CONUS, ROUTE ALL SHIPMENTS VIA WWX OR AMC FROM NORFOLK.

JACOBABAD

APOE: OV, RMS, MCT

DODAAC (AIR FORCE): B5802

DODAAC (ARMY): 91DJJ

MILCODE: AG

APOD: PJA

FROM CONUS, ROUTE ALL SHIPMENTS VIA AMC FROM DOVER TO SEEB. FROM EUROPE ROUTE ALL SHIPMENTS THROUGH RAMSTEIN TO SEEB.

KARSHI KHANABAD

APOE: DOV, RMS, ADA/FRU

DODAAC: FB5801

MILCODE: KSQ

APOD: UTSK

FROM CONUS, ROUTE ALL SHIPMENTS VIA WWX OR AMC FROM DOVER TO INCIRLIK AB, ADANA TURKEY OR GANCI AB, MANAS. FROM EUROPE, ROUTE ALL CARGO THROUGH RAMSTEIN TO INCIRLIK AB OR GANCI AB, MANAS.

NOTE 1: UTILIZE INCIRLIK AB ROUTE TO SHIP ALL OUTSIZED/OVERSIZED CARGO AND NON-C130 COMPATIBLE/CONFIGURED CARGO, ICED RATIONS (DRY OR WET), CONSTANT SECURITY SURVEILLANCE (CSS) CARGO, AND EXPLOSIVES OVER 510 KGS TOTAL TO BAGRAM, KARSHI-KHANABAD, AND MANAS.

NOTE 2: UTILIZE GANCI AB, MANAS ROUTE TO SHIP C130 COMPATIBLE/CONFIGURED CARGO AND DO NOT SEND ICED RATIONS.

KUWAIT CITY INTERNATIONAL AIRPORT (KCIA), KUWAIT

APOE: DOV, RMS

DODAAC: W81PLY

MILCODE: KWI

APOD: OKBK

ROUTE ALL SHIPMENTS VIA WWX OR AMC FROM DOVER. FROM EUROPE, ROUTE ALL CARGO THROUGH RAMSTEIN.

NOTE 1: INCLUDES CAMP DOHA

NOTE 2: PERSONNEL DEPLOYING TO KUWAIT UNDER CJCS DEPLOYMENT ORDERS MAY CARRY THEIR UNIT ISSUED WEAPON WHEN MILITARY AIRCRAFT AND MILITARY CONTRACT AIRCRAFT ARE UTILIZED SOLELY BY MILITARY FORCES, OTHERWISE WEAPONS MUST BE SHIPPED AS CHECKED BAGGAGE.

NOTE 3. PERSONNEL TRAVELING TO KUWAIT ON COMMERCIAL AIRCRAFT ARE PROHIBITED FROM CARRYING WEAPONS REGARDLESS IF THE WEAPONS ARE MILITARY ISSUED OR NOT.

MASIRAH

APOE: DOV, RMS, DOH, MCT

DODAAC (AIR FORCE): FB5634

DODAAC (ARMY): W91CX9

MILCODE: MSH

APOD: OOMA

ROUTE ALL SHIPMENTS VIA WWX OR AMC FROM DOVER TO DOHA OR SEEB. FROM EUROPE, ROUTE ALL CARGO THROUGH RAMSTEIN TO DOHA OR SEEB.

MAZAR-E-SHARIF

APOE: DOV, RMS, FRU, ADA

DODAAC: W91D00

MILCODE: MZR

APOD: OAMS

FROM CONUS, ROUTE ALL SHIPMENTS VIA AMC FROM DOVER TO GANCI AB, MANAS. FROM EUROPE, ROUTE ALL CARGO THROUGH RAMSTEIN TO GANCI AB, MANAS AND INCIRLIK AB, ADANA TURKEY.

NOTE 1: THROUGH GANCI AB, MANAS DO NOT SEND ICED RATIONS AND SEND ONLY C130 COMPATIBLE/CONFIGURED CARGO.

NOTE 2: THROUGH INCIRLIK AB, NORMALLY SEND ONLY OUTSIZED/OVERSIZED CARGO, NON C130 COMPATIBLE, ICED RATIONS (DRY OR WET), CONSTANT SECURITY SURVEILLANCE (CSS) CARGO, OR EXPLOSIVES OVER 510 KGS TOTAL, UNLESS OTHERWISE DIRECTED.

PRINCE SULTAN AIR BASE (PSAB)

APOE: DOV, RMS

DODAAC (AIR FORCE): FB4833

DODAAC (ARMY): W81GXJ

MILCODE: AKH

APOD: OEPS

FROM CONUS, ROUTE ALL SHIPMENTS VIA WWX OR AMC FROM DOVER. FROM EUROPE, ROUTE ALL CARGO THROUGH RAMSTEIN.

NOTE: THIS IS FOR PSAB ORGANIZATIONS AND APPROVED EXCEPTIONS (ARMY) ONLY, NOT USMTM, ESKAN VILLAGE OR AFFILIATED ORGANIZATIONS.

QANDAHAR

APOE: DOV, RMS, MCT, DOH

DODAAC (AIR FORCE): FB5806

DODAAC (ARMY): W91DX3

MILCODE: KDH

APOD: OAKN

ROUTE ALL SHIPMENTS VIA AMC FROM DOVER TO SEEB OR DOHA. FROM EUROPE, ROUTE ALL CARGO THROUGH RAMSTEIN TO SEEB OR DOHA.

SEEB

APOE: DOV, RMS

DODAAC: FB4555

MILCODE: MCT

APOD: OOMS

FROM CONUS, ROUTE ALL SHIPMENTS VIA WWX OR AMC FROM DOVER. FROM EUROPE, ROUTE ALL CARGO THROUGH RAMSTEIN.

SHAIKH ISA

APOE: NGU, BAH

DODAAC: FB4828

MILCODE: HSA

APOD: OBBS

FROM CONUS, ROUTE ALL SHIPMENTS VIA WWX OR AMC FROM NORFOLK TO BAHRAIN. FROM EUROPE, ROUTE ALL CARGO THROUGH RAMSTEIN TO BAHRAIN.

SHAMSI, PK (BANDARI)

APOE: DOV, RMS, MCT, DOH

DODAAC (ARMY): W91DXL

MILCODE: OP4

APOD: OPB1

ROUTE ALL SHIPMENTS VIA AMC ONLY FROM DOVER TO SEEB. FROM EUROPE, ROUTE ALL CARGO THROUGH RAMSTEIN TO SEEB.

THUMRAIT

APOE: DOV, MCT

DODAAC: FB4668

MILCODE: TTH

APOD: OOTH

FROM CONUS, ROUTE ALL SHIPMENTS VIA WWX OR AMC FROM DOVER. FROM EUROPE, ROUTE ALL SHIPMENTS THROUGH RAMSTEIN TO SEEB. JACOBABAD

2. POC'S FOR THIS MESSAGE ARE HQ USCENCOM J4-M, LT COL SHERRILL AND MSGT MCDONALD AT DSN 651-5839; CENTAF A4/LGT, LT COL PAPUCCI AND SMSGT RORIE AT DSN 965-4404/4410; ARCENT (CFLCC), LTC ARIAIL AND MAJ WALLER AT DSN 318-438-7118, AND THE CFACC/JMC, LT COL MCCLELLAND AT DSN 318-434-9022.//

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APPENDIX P

USING THE AIR MOBILITY COMMAND (AMC) GLOBAL AIR TRANSPORTATION EXECUTION SYSTEM (GATES) FOR PASSENGER RESERVATIONS

1. General. Department of Defense (DOD) Transportation Offices and authorized DOD Commercial Ticket Offices book passengers and pets on AMC Category B (Patriot Express) and Category M (military planes) by using AMC's passenger reservation system, GATES.

2. Procedures. Booking reservations involves accessing GATES flight displays, selecting a flight that satisfies a passenger's requirements, and booking the reservation. If seats are not available, the request should be placed in hold in GATES.

3. This Appendix provides a quick passenger reservation reference. It does not include all the functions/commands available in GATES. Contact a Passenger Reservation Center (See Figure 103-1) if the reservation requires additional action not covered in the Appendix.

4. Single Passenger Requests. Procedures to book/make changes for a single passenger with or without a pet involves:

- a. Select a Mission for Booking. (Table P-1)
- b. Booking an Individual Passenger. (Table P-2)
- c. Cancel a Reservation. (Table P-3)
- d. Book a Passenger with a Pet. (Table P-4)
- e. Rebook an Individual. (Table P-5)
- f. Cancel Pet. (Table P-6)
- g. Convert a Single Passenger to a Group. (Table P-7)
- h. Placing a Passenger on Hold. (Table P-17).

5. Group Requests. A group consists of two or more people and may be a family or a unit. To add a pet (Permanent Change of Station passengers only), see items 15-23 in Table P-4). Procedures to book/make changes/apply names to a group involves:

- a. Booking a Reservation for a Group with Names. (Table P-8)
- b. Place a Group without Names Available on Hold. (Table P-9)
- c. Update Group Quantity. (Table P-10)
- d. Apply Names to a Group. (Table P-11)

- e. Book a Group Currently on Hold. (Table P-12)
 - f. Book Return/Follow on Reservation. (Table P-13)
 - g. Substitute Group Leader. (Table P-14)
 - h. Delete a Group Member. (Table P-15)
 - i. Convert Group to Single Passenger. (Table P-16)
 - j. Placing a Passenger on Hold. (Table P-17)
6. See Figure P-2 for examples of GATES reservation request responses, i.e., reservation confirmation, cancellation, request in hold, and non-availability of AMC airlift. See Appendix G for a list of GATES response codes.

Table P-1. Select a Mission For Booking

Scenario: You have been asked to locate a mission from Ramstein (RMS) to Aviano (AVB).	
1. Double-click the GATES icon. (Or Start Programs GATES Application). The GATES login window appears. Login is your logon . Password is your password .	
2. Select Applications Passenger / Mission Ops . The Passenger Mission Ops application will open, from here you select that area of Passenger/Mission Ops with which you want to work.	
3. Select Passenger/Mission Ops Reservations . GATES displays the Passenger Processing window with the first field of the Channel box of the Mission Availability tab in focus. GATES defaults the Start Date field to the current date on the PC and defaults the Constraint field to B (cannot leave before Start Date). The top row of the Passenger Processing window contains information for the passenger being processed against a specified mission. This top row must be populated with the passenger's information for changes to be made. The bottom section contains 8 tabs. These tabs are used to enter data into the database for the passenger whose name populates the top row. The Mission Availability tab contains search criteria for retrieving missions from the database as well as other reference information. The returned information is displayed in a list box located on the Mission Availability tab.	
4. In the first Channel field enter RMS (this is the APOE). (three character code)	
5. Tab to the second Channel field and enter AVB (this is the APOD). To see a valid list of destination AP codes, double click on the APOD field. If the destination AP code you entered is not valid for the embarkation AP, GATES asks whether or not to display a list of valid APODs for the APOE entered.	
6. Press the Tab key.	
7. Change the Start Date to current date e.g. 17 SEP 2001 . To ensure all missions that meet your criteria are listed, you should enter the Start Date with the day before you wish to travel and the End Date field with the day after you wish to travel.	
8. Press the Tab key. When you leave the Start Date field, GATES defaults the End Date to equal Start Date + 10 days (27 SEP 2001).	
9. Change the End Date field to 30 SEP 2001 .	

Table P-1. Select a Mission For Booking

10. Press the **Enter** key.

GATES returns a list of all missions which fit the criteria entered.

GATES populates the channel fields on the top row with the selected channels.

For a mission to be listed on this window, the Allocated Seats field on the Channel Update tab of the Mission Processing application must be greater than 0. This is covered in more detail in Section 4 of this unit.

The Mission ID field is normally displayed with the short mission number. Double-click on the mission number and the short mission number is expanded to the long mission number. Click again on the mission number and the short mission number is returned.

GATES provides sort options on most fields. Click once on a field header and the field will be sorted in descending order. Click again on the same field header and the field is sorted in ascending order.

The lock symbol that appears next to a mission indicates that the manifest for this segment of the mission is locked. No lock symbol indicates that the manifest for this segment is unlocked.

For the PRC to work with a mission, that mission manifest must be unlocked.

For the Port to work with a mission, that mission manifest must be locked.

11. Select Mission ID e.g., **UQB09T100021 (09T10)**, for example.

Even if only one mission is returned during the search criteria, you must click on this mission in order to select the mission. Once selected, the mission number populates the Mission ID field on the top row.

The Mission ID field and the Channel fields on the top row must be populated before a passenger or a group can be booked or placed on hold.

Note: When you first receive the missions, the short mission number contains 5 characters. When you expand this field, then shrink it again, the resulting short Mission ID contains 4 characters.

12. Select **Activities | Mission Get**.

GATES displays a read-only window showing all passenger channels (segments) on the mission and the related seat and pet space availability.

GATES also shows the counts for reserved seats, for seats booked to LPP (Low Priority Passengers), and for seats allowed to be overbooked.

13. Click the **OK** button to close the Mission Get window.

Many areas within GATES contain what is known as field sensitive help. Click in the field you require assistance with then click the F1 key. If you are unsure what a field is used for or what information is used in this field, the field sensitive help can show you these items.

Table P-2. Booking an Individual Passenger	
Continued from previous scenario. You should be on the Mission Availability tab in the Passenger Processing window with the mission from Table 1 selected.	
Scenario: A passenger calls you and requests to travel on an AMC mission from Ramstein to Aviano.	
1. Click the Pax Resv tab.	<p>The ID Type field defaults to S for Social Security Number.</p> <p>You could also use Z for Pseudo, or P for Passport.</p>
2. Click on the ID Type picklist to view the different options available.	Leave the ID Type with the default value of “S”.
3. **Enter, for example: SSAN: 111 22 0011 in the Person ID field.	
4. Press the Tab key.	<p>If the passenger has traveled sometime during the past 12 months, their information will populate the fields on the Pax Resv tab. If the information is in the system, you should always do a quality control check to ensure that the Name, Rank, and Person ID number are correct.</p> <p>If the information is not in the system, you will need to add it at this time.</p>
5. The passenger informs you that he/she has been promoted to Lieutenant Colonel.	<p>Update the following changes.</p> <p>Rank: LTC</p> <p>Travel Priority: 2 (Urgent, Deadline Arrival)</p> <p>Travel Type: PT (Military TDY)</p> <p>Account Code: N (Not known)</p> <p>Seat Preference: Leave Blank at this time</p> <p>Lock/Unlock radio button: Unlock (Default)</p> <p>Routing ID: YOUR ROUTING ID</p> <p>Source: T (Telephone)</p> <p>Reason: GATES fills in the Reason field once the Book activity is completed</p>
6. Select Activities Book or select the Book icon.	

Table P-2. Booking an Individual Passenger

7. Click the **OK** button when notified that the Book Pax activity was successful.
GATES changes the status on the top row to BOOKED.
GATES generates a UCN for each passenger.
A UCN is generated as follows:
Positions 01 – 02 = First and last initials of the passenger.
Positions 03 – 06 = Last 4 numbers of the Person ID of the passenger.
Positions 07 – 08 = Last 2 numbers of the fiscal year travel is performed.
Positions 09 – 11 = Local Aerial Port Code of booking site.
Positions 12 – 14 = A GATES generated number, this number is 000 for each passenger. However, if another booking in GATES is accomplished with a passenger with the same initials, the same last 4 of the Person ID, traveling in the same year from the same APOD, positions 12 – 14 will become 001. Each additional booking increment increase the last three positions by one.
GATES changes the Transaction Reason field to Passenger Reservation Request.
GATES populates the Channel, Start Date, End Date, and Constraint fields located on the far right side of the window.
GATES sends a message to the organization identified by the Routing ID confirming the booking activity for this passenger. (See Figure P-1).

Table P-3. Cancel a Reservation		
Continued from previous scenario. You should be on the Pax Resv Tab with your passenger's name populating the top row.		
Scenario: The passenger calls and informs you that his TDY has been postponed and he needs to cancel the reservation.		
1. Click on Activities Cancel .		
2. Click the OK button when notified that the Cancel Pax activity was successful. GATES changes the status on the top line to CANCELED. GATES changes the Transaction Reason to Reservation Cancellation. GATES sends a message to the organization identified by the Routing ID confirming the cancellation activity. (See Figure P-1)		
3. Click the Pax List tab.		
4. **Enter SSAN: for example 111 22 0011 in the Person ID Search Criteria field.		
5. Press the Enter key. Your passenger's name appears in the list box.		
6. Select your passenger . Notice the status for this passenger is CANCELED. The Pax List tab is the only area in Pax Msn Ops where you can view cancelled passengers.		
Valid statuses found in this window are:		
BOOKED	GATED	NONAVAIL
CHECKED IN	HOLD	
SELECTED	PORT HOLD	
CANCELED	TEMP HOLD	

Table P-4. Book a Passenger With a Pet

Scenario: You receive a telephone call from a passenger who wishes to travel from Ramstein to Aviano. This passenger will be PCSing and would like to take his two pets with him. The passenger tells you that he is positive he is taking the cat but not sure of the dog.

1. Select the **Mission Availability** tab.
2. Click the **New Reservation** button.
The New Reservation button will appear once you have already been in the system and have added a person to the database. The New Reservation button clears the top line of the window so a new passenger can be added.
3. Select Mission ID for example: **UQB09T100021 (09T10)**.
Once selected, the Mission ID and the Channels populates the top row.
4. Select the **Pax Resv** tab.
The Pax Resv window appears.
5. **Enter SSAN: for example **113 00 1234** in the Person ID field.
6. Press the **Tab** key.
Since no information is returned, this indicates that this passenger has not traveled in the past twelve months. Therefore, the passenger information needs to be entered.
7. Enter your passenger's first and last names:
Enter **your Last Name** in the Last Name field.
Enter **your First Name** in the First Name field.
8. Press the **Tab** key three times to by-pass the Middle Name and Desig fields.
9. Enter **F** in the Service field for example
GATES automatically populates the Spon SVC field appropriately according to the selection in the Service field.
10. Select **TSG** from the Rank field picklist for example
The Grade field populates automatically according to the selection made in the Rank field.
11. Press the **Tab** key twice to by-pass the SPC field.
The Special Passenger Category field is used to identify a special characteristic of a passenger.
12. Make the following changes:

Travel Priority	3
Travel Type	PU
Account Code	N
Seat Required	1
Seat Preference	A
Lock/Unlock radio Button	Unlock
Routing ID	YOUR ROUTING ID
Source	T
Reason	Populated by GATES.

Table P-4. Book a Passenger With a Pet	
13. Select Activities Book .	
14. Click the OK button when notified that the Book activity was successful.	
15. Select the Pet tab.	
16. Select Cat from the Species field picklist.	
17. Enter 12 in the Pet Weight field.	
18. Select Activities Book .	
19. Click the OK button when notified that the Book activity was successful. The detailed information about the cat will populate the middle portion of this window. An X will appear in the Pet box located in the upper portion of this window.	
20. Select Dog from the Species field picklist.	
21. Enter 60 in the Pet Weight field.	
22. Select Activities Hold . (Blue Book w/Red hand icon)	
23. Click the OK button when notified that the Hold Pet activity was successful. The detailed information about the dog will populate the middle portion of this window.	

Table P-5. Rebook an Individual	
Scenario: The passenger from Table 4 calls and informs you that he has been delayed until the first week of February and will need to rebook his flight.	
1. Select the Mission Availability tab.	
2. Enter 30 Jan 2001 as the new TPP Start Date.	
3. Press the Tab key. The TPP End Date is automatically changed to 09 Feb 2001.	
4. Enter 10 Feb 2001 as the new TPP End Date.	
5. Press the Enter key.	
6. Select BQBDHFA00030 (DHFA) for example as the new mission. The Mission ID field on the top row will display to the new selected mission. The Rebook Icon is now enabled.	
7. Select Activities Rebook .	
8. Click the OK button when notified Rebook activity was successful. The passenger asks you when he should report for his flight departure.	
9. Click the Itinerary tab. This window is the only area in GATES that shows the Report NLT time.	

Table P-6. Cancel Pet
Scenario: The passenger you added calls back and informs you that his dog will not be making the PCS trip with him. He would like to remove the dog from hold status.
1. Select the Pet tab.
2. Select the pet line that contains the booking for the Dog .
3. Select Activities Cancel .
4. Click OK when you receive verification that the pet has been cancelled.

Table P-7. Convert a Single Pax to a Group	
Scenario: A previously booked passenger informs you that he will be traveling with a partner.	
1.	Select the Pax List tab.
2.	Clear the Search Criteria fields.
3.	**Enter SSAN: for example: 121 21 2121 in the Person ID field.
4.	Press the Enter key. Your passenger's name appears in the list box.
5.	Select your passenger , this highlights the passenger's row. Once highlighted, the passenger's name populates the top row. Reminder: The passenger's name must populate the top row in order to update any changes for this passenger.
6.	Select the Pax Resv tab.
7.	Click the OK button when notified that this passenger is already booked on this flight.
8.	Click Activities Convert Single Pax to Group .
9.	Click the OK button. GATES will automatically select and display the Group Resv tab.
10.	Click on Activities Update Group Quantity .
11.	Enter 2 in the Group Qty field.
12.	Click in the Names Available checkbox.
13.	Click the OK button. The Enter Group Member window will appear.
14.	**Enter SSAN: for example: 093 91 7800 in the Person ID field.
15.	Click the Save button.

Booking Passenger Groups

7. Passenger Processing provides the capability to make reservations for an individual, a group, or a pet. A group consists of two or more people and may be a family or a unit.

8. Booking a group unit involves:

- a. Booking a Reservation for a Group with Names. (Table P-8)
- b. Place a Group without Names Available on Hold. (Table P-9)
- c. Update Group Quantity. (Table P-10)
- d. Apply Names to a Group. (Table P-11)
- e. Book a Group Currently on Hold. (Table P-12)
- f. Book Return/Follow on Reservation. (Table P-13)
- g. Substitute Group Leader. (Table P-14)
- h. Delete a Group Member. (Table P-15)
- i. Convert Group to Single Passenger. (Table P-16)
- j. Placing a Passenger on Hold. (Table P-17)

Table P-8. Book a Reservation for a Group with Names

You should be logged into GATES with the Passenger/Mission Ops | Reservations application selected.

Scenario: You receive a phone call from a NCO requesting a reservation for himself and his spouse. His family will be PCSing from Ramstein to Mildenhall and need to depart sometime between 21 Jan 2001 and 25 Jan 2001.

The cursor should be in the channel field on the Mission Availability tab.

1. Enter **RMS** in the first channel box (APOD).

2. Enter **MHZ** in the second channel box (APOE).

3. Enter **21 JAN 2001** in the Start Date field.

4. Press the **Tab** key.

The Stop Date field defaults to 31 JAN 2001.

5. Enter **25 JAN 2001** in the Stop Date field.

6. Press the **Enter** key.

GATES returns a list of all missions that fit the criteria entered.

GATES populates the Channel fields on the top row with the selected channels.

The lock symbol that appears next to a mission indicates that the manifest for this segment of the mission is locked. No lock symbol indicates that the manifest for this segment is unlocked.

For the PRC to work with a mission, that mission manifest must be unlocked.

For the Port to work with a mission, that mission manifest must be locked.

7. Select Mission ID, for example:**UQB09R700022** (09R70).

Even if only one mission is returned you must click on this mission in order to select the mission.

Once selected, the mission number populates the Mission ID field on the top row.

The Mission ID field and the Channel fields on the top row must be populated before a passenger or a group can be booked or placed on hold.

8. Select the **Group Resv** tab.

9. Select **Activities | Book** or select the Book icon.

The GROUP QUANTITY window appears.

10. Enter **2** in the Group Qty field.

This field contains the total number of seats needed for this group.

11. Check the **Names Available** checkbox.

Leave the Contingency Group checkbox unchecked.

Table P-8. Book a Reservation for a Group with Names

12. Click the OK button. The Enter Group Leader Group Reservation window appears. GATES defaults the ID Type to S (Social Security Number). GATES defaults the Transaction Source to T (Telephone). The Names Applying field indicates 1 of 2.
13. Enter SSAN: for example: 045 67 9012 in the group leader's Person ID field.
14. Press the Tab key. Since the passenger has traveled, the Last Name, First Name, Service, Rank, Grade, Spon Svc, and if available Blood Type, Gender and Weight populate the fields on this window.
15. Make the following updates: Travel Priority: 3 (Urgent, Important) Travel Type: EA (Military Personnel in PCS Status/Accompanied) Account Code: N (Not known) Seat Preference: A (Aisle) Lock/Unlock Radio button: Lock Routing ID: Your routing ID
16. Select the NOK icon. (Yellow Notebook w/NOK written above it). The Next Of Kin Information window appears.
17. Check the Decline or Accept button checkbox.
18. Click the Save button. The Enter Group Member Group Reservation window appears.
19. Enter SSAN: for example: 045 67 9012 in the group member's Person ID field.
20. Press the Tab key. Since the passenger has traveled, the Last Name, First Name, Service, Rank, Grade, Spon Svc, and if available Blood Type, Gender and Weight populate the fields on this window. Also, since this is a group member, the Travel Priority, Travel Type, Account Code, and Routing ID entered for the group leader are displayed for the group member as well. Notice that GATES changed the rank to END, enlisted dependent.
21. Click in the Travel Type field.
22. Choose DA (Family member accompanied by military principle).
23. Click the Save button. The Enter Group Member Group Reservation window disappears. The Group Resv window appears with both members of the group listed.
24. Click the Auto Assign Seats button. GATES searches the seat map for available seats.
25. GATES changes the status of the group to BOOKED .

Table P-8. Book a Reservation for a Group with Names

26. Enter for example: **Stevenson** in the Last Name Search Criteria field.

27. Press the **Enter** key.

GATES returns all passengers whose last name meets the criteria entered.

A Face Symbol appears to the left of the Group leader's UCN number. This symbol indicates this passenger is a group leader. This symbol is used throughout GATES for this indication.

A Group UCN has been assigned to the group. The Group UCN is the same as the group leader's UCN.

Table P-9. Place a Group without Names Available on Hold

Scenario: You receive a phone call informing you that a group will be flying from Ramstein to Aviano, at present the names in the group is not known. You are asked to set up a reservation for this no-name group.

1. Select the **Mission Availability** tab.
2. Click the **New Reservation** button.
The top row is cleared of all information.
3. Select Mission ID, for example: **UQB09R700022** (09R70).
The Mission ID and Channel information populate the top row.
4. Click the **Group Resv** tab.
5. Select **Activities | Hold** or the Hold icon. (Blue Book w/Red Hand).
The GROUP QUANTITY window appears.
6. Enter **10** in the Group Qty field.
Leave the Names Available and the Contingency Group checkboxes unchecked.
7. Click the **OK** button.
The Routing ID window appears.
8. Select **YOUR ROUTING ID** from the picklist.
9. Click the **OK** button to close the Routing ID window.
After clicking the OK button, you receive a notification window.
GATES generates a No-Name UCN for this group. Write this number down.
10. Click the **OK** button when notified that GATES has generated a no-name UCN.
11. Click the **OK** button when notified that the Hold Group activity was successful.
GATES populates the following fields on the top row: Mission ID number, the APOD and APOE Channels, the UCN, the Group UCN and the Status. The Last Name, First Name and Person ID fields are left blank.
The fields on the Group Resv tab are populated with the Group UCN, the Qty and the Mission ID. The Names applied field indicates 0 of 10.
The status of this group is **HOLD**.

Table P-10. Update Group Quantity	
Scenario: The gentleman calls back and informs you that their child will be accompanying them on this trip.	
1. Select the Pax List tab.	
2. Select your group leader . Your group leader's name populates the top row.	
3. Select the Group Resv tab.	
4. Select Activities Update Group Quantity . The GROUP QUANTITY window appears.	
5. Enter 3 in the Group Qty field.	
6. Check the Names Available checkbox. Leave the Contingency Group checkbox unchecked.	
7. Click the OK button to close the GROUP QUANTITY window. GATES displays the Enter Group Member window.	
8. Click the Show Members button to view those members who have already been booked for this group. GATES displays the Show Members window with one row of data for each member already added to this group.	
9. Click the OK button to close the Show Members window.	
10. Enter SSAN: for example: 245 67 9012 in the Person ID field.	
11. Press the Tab key. Since the passenger has traveled recently, the Last Name, First Name, Service, Rank, Grade, Spon Svc, and if available Blood Type, Gender and Weight fields populate this window. Also, since this is a group member, the Travel Pri, Travel Type, Account Code and Routing ID entered for the group leader is displayed for the group member.	
12. Change the Travel Type to DA.	
13. Click the Save button. GATES closes the Enter Group Member Group Reservation window and displays the Group Resv tab.	
Notice, however, that this passenger does not have a seat assigned. The Automatic Seat Assignment button can be used only once. When this group was first booked the Automatic Seat Assignment button was used to assign seats for both members. Once the button is used, it is then disabled. When additional group members are added, their seat assignments must be assigned manually. In order to update an individual group member, their name must populate the top row.	
When you are adding seats for children and spouses you should attempt to keep these seats in the same area. Since this new booking is for a child, write down the seats for the parents.	
14. Highlight the new member's Person ID number. (245 67 9012)	

Table P-10. Update Group Quantity	
15. Select Edit Copy .	Or depress the Ctrl key then without releasing the Ctrl key, click the letter C. This copies the Person ID to a clipboard within the computer memory bank.
16. Select the Pax List tab.	
17. Clear all Search Criteria fields.	
18. Click in the Person ID field to bring this field into focus.	
19. Select Edit Paste .	Or depress the Ctrl key then without releasing the Ctrl key, click the letter V. This pastes the copied information into the field currently in focus.
20. Press the Enter key.	Your passenger's information is displayed.
21. Select your passenger .	Once highlighted, the passenger's detailed information populates the top row.

Table P-11. Apply Names to Group

Scenario: You receive a telephone call informing you that the no-name group you added earlier has been changed. There will only be 3 members traveling. The names of these 3 members are available.

1. Select the **Pax List** tab.
2. Clear all **Search Criteria** fields.
3. Enter ****nonm** in the UCN Search Criteria field.
Make sure you include the ****** at the beginning of the UCN.
All No-Name groups begin with ****nonm**.
4. Press the **Enter** key.
All no-name groups are displayed.
5. Select your **No-Name** group.
This is the group you added previously. You should have written down the Group UCN number.
Once selected, the No-Name Group reservation populates the top row.
6. Select the **Group Resv** tab.
7. Select **Activities | Update Group Quantity**.
The **GROUP QUANTITY** window appears.
8. Enter **3** in the Group Qty field.
9. Check the **Names Available** checkbox.
10. Check the **Contingency Group** checkbox.
11. Click the **OK** button.
The **GROUP QUANTITY** window disappears.
The Enter Group Leader Group Reservation window appears.
12. Enter SSAN: for example: **611 22 0011** in the group leader's Person ID field.
13. Press the **Tab** key.
Since the passenger has traveled recently, the Last Name, First Name, Service, Rank, Grade, Spon Svc, and if available Blood Type, Gender and Weight fields are populated on this window.
14. Update the following fields:

Travel Priority:	2 (Urgent (Deadline Arrival))
Travel Type:	TT (Travel Team Integrity)
Account Code:	N
Seat Preference:	A
Lock/Unlock Radio Button:	Lock
Routing ID:	YOUR ROUTING ID
15. Click the **Save** button.
16. Click the **OK** button when notified that the Apply Name to Group activity was successful.
The Enter Group Member Group Reservation window appears.

Table P-11. Apply Names to Group

17. Enter SSAN: for example: 034 56 9012 in the Person ID field for the first group member.
18. Press the Tab key. Since the passenger has traveled recently, the Last Name, First Name, Service, Rank, Grade, Spon Svc, and if available Blood Type, Gender and Weight fields are populated on this window. Also, since this is a group member, the Travel Pri, Travel Type, Account Code, and Routing ID fields entered for the group leader are displayed for the group member.
19. Click the Save button. The information is saved to the database and a second Enter Group Member Group Reservation window appears.
20. Enter SSAN: for example: 070 80 9321 in the Person ID field for the second group member.
21. Press the Tab key. Since the passenger has traveled recently, the Last Name, First Name, Service, Rank, Grade, Spon Svc, and if available Blood Type, Gender and Weight fields are populated on this window. Also, since this is a group member, the Travel Pri, Travel Type, Account Code, and Routing ID fields entered for the group leader are displayed for the group member.
22. Click the Save button. Since all three members of the group have been added, GATES removes the Enter Group Member Group Reservation window and returns the user to the Group Resv tab.
23. Select the Pax List tab. The search results for the no-name group should still be displayed. Notice the status for the no-name group has changed to CANCELED.

Table P-12. Book a Group Currently on Hold	
Scenario: The group leader for the contingency group approaches your counter and asks that his group be changed from Hold to Booked status.	
1.	Clear all Search Criteria fields.
2.	Enter 611 22 0011 in the Person ID field.
3.	Press the Enter key. Your group leader information is displayed.
4.	Select your group leader . Once highlighted, the group leader's information populates the top row.
5.	Select the Group Resv tab.
6.	Select Activities Book or the Book icon. (Blue Book icon).
7.	Click the OK button when notified that the Book Group Activity was successful. The status for this group has changed to BOOKED.

Table P-13. Book Return/Follow-on Reservation

Continued from previous item. You should be on the Group Resv tab with the group leader you have been working with populated on the top row.

Scenario: The group leader tells you he needs to book a follow-on flight from Mildenhall to Aviano for 30 JAN 2001.

1. Select the **Mission Availability** tab

2. Enter **MHZ** in the first channel box (APOD).

3. Enter **AVB** in the second channel box (APOE).

4. Enter **29 JAN 2001** in the Start Date field.

To ensure all missions are found you should always search the day before and the day after the date you want to travel.

5. Press the **Tab** key.

The Stop Date field will default to 08 FEB 2001.

6. Enter **02 FEB 2001** in the Stop Date field.

7. Press the **Enter** key.

A list of all missions, which fit the criteria entered, is displayed.

8. Select Mission ID, for example, **BQBDHFB00030** (DHFB).

9. Select **Activities | Book Return / Follow-on Flight**.

10. Click the **OK** button when notified that the Book Return Flight activity was successful.

11. Select the **Pax List** tab.

12. Clear the **Search Criteria** field.

13. Enter SSAN: **611 22 0011** in the Person ID field.

14. Press the **Enter** key.

Two booked reservations are returned.

This group now has two reservations; the first from RMS to MHZ on January 22, 2001 and the second from MHZ to AVB on January 30, 2001.

Table P-14. Substitute Group Leader	
Continued from previous section. You should be on the Pax List tab with the group leader you have been working with populated on the top row.	
Scenario: The group leader you have been working with notifies you that there is a chance he will be replaced for this mission. He would like to substitute one of his group members to act as the group leader in his place.	
There are three different ways to substitute; two of the ways will be demonstrated in this Table, the third way will be explained at the end of this Table.	
To substitute an existing group member with the current group leader follow steps 1 – 4.	
1. Select the Group Resv tab. Your group leader should still populate the top row.	
2. Select Person ID 034 56 9012 , the group member who will be taking over as the group leader.	
3. Select Activities Substitute .	
4. Click the OK button when notified that the Substitute Group activity was successful. The group leader and the group member selected have switched places. The Group UCN has changed to indicate the new group leader.	
To Substitute the current group leader with a new group leader follow steps 5 – 13.	
5. Click on the group leader . This should deselect all group members. This activity will not work properly if any group members are selected.	
6. Select Activities Substitute . The Enter Group Leader Group Reservation window appears.	
7. Enter 908 22 4567 in the Person ID field.	
8. Press the Tab key. Since the passenger has traveled recently, the Last Name, First Name, Service, Rank, Grade, Spon Svc, and if available Blood Type, Gender and Weight fields are populated on this window.	
9. If the Travel Pri is not 2 select this choice from the picklist.	
10. If the Travel Type is not TT select this choice from the picklist.	
11. If the Routing ID is not YOUR ROUTING ID select this choice from the picklist. Team integrity is very important to maintain.	
12. Click the Save button.	


<p>Table P-14. Substitute Group Leader</p>
<p>13. Click the OK button when notified that the Substitute Group activity was successful.</p> <p>The old group leader has been deleted from the group and the new group leader has been added.</p> <p>The Group UCN has changed to indicate the new group leader.</p>
<p>The third way to use the substitute activity is to substitute a new group leader for the old group leader without deleting the old group leader. This is accomplished by adding the new group leader as a new group member, then substituting this new group member for the group leader as you did in steps 1 – 4.</p>

Table P-15. Delete a Group Member
Continued from previous section. You should be on the Group Resv tab with the group leader you have been working with populated on the top row.
Scenario: The group leader of the group with which you have been working today contacts you. You are informed that a member of this group cannot make the trip and needs to be deleted from the group reservation.
1. Select 611 22 0011 , the group member who is to be deleted from the group.
2. Select Activities Delete Group Member (s) .
3. Click the Yes button when asked if you are sure you want to delete this member.
4. Click the OK button when notified that the Delete Group Member activity was successful. The group member is deleted; however, the Names Applied field still indicates 2 of 3.
5. Select Activities Update Group Quantity . The GROUP QUANTITY window appears.
6. Enter 2 in the Group Qty field. Leave the Names Available and the Contingency Group checkboxes unchecked.
7. Click the OK button to close the GROUP QUANTITY window. GATES returns you to the Group Resv tab and the Names Applied field indicates 2 of 2.

Table P-16. Convert Group to Single Passenger
Continued from previous section. You should be on the Group Resv tab with your group leader in focus.
Scenario: The group leader you have been working with contacts you and informs you that the need for a group on this trip is not necessary. He will be taking this trip by himself.
1. Select 070 80 9321 , the remaining group member that needs to be deleted.
2. Select Activities Delete Group Member (s) .
3. Click the Yes button when asked if you are sure you want to delete this member.
4. Click the OK button when notified that the Delete Group Member activity was successful. The group member is deleted; however, the names applied field still indicates 2 of 2.
5. Select Activities Convert Group To Single Pax .
6. Change the Travel type to PT (Authorized or Directed Air Travel of Military Personnel in TDY/TAD Status).
7. Click the Save button.
8. Click the OK button when notified that this passenger is already booked on this flight.
9. Select the Pax List tab.
10. Clear the Search Criteria fields.
11. Enter 908 22 4567 , the only remaining member of your group, in the Person ID field.
12. Press the Enter key. Notice that the Group UCN and the group symbol have been removed. This passenger is no longer a group leader.

Table P-17. Placing a Passenger on Hold
Scenario: A passenger is placed on hold if there are no missions or seats available that meet the passenger's travel needs.
1. Select Passenger/Mission Ops, Reservations from the GATES Main menu.
2. Complete the following fields in their entirety. Press the Tab key to move through the fields. If additional assistance is needed, press Shift+F1 for context sensitive help. Channel group box APOE APOD TPP group box Start Date End Date
Note: When tabbed into, the TPP End Date field defaults to 10 days after the start date. This date may be modified to reflect the desired timeframe for TDY travel, etc. The timeframe cannot be more than 31 days after the start date.

Table P-17. Placing a Passenger on Hold

3. Press Tab or Enter . The requested channel displays in the Channel field of the ID panel and all available missions for the requested timeframe (TPP Start Date - TPP End Date) indicated displays in the List panel. A prompt box indicates, “There are no potential missions.”
4. Press the OK button.
5. Select the Pax Resv tab. The Pax Resv tab defaults the ID Type field to “S”. All other fields are blank.
6. Complete the following fields in their entirety. Press the Tab key to move through the fields. If additional assistance is needed, press Shift+F1 for context sensitive help. Person ID Last Name First Name Service Rank Travel Priority Type Spon Svc Account Code Routing ID Transaction Source
7. Click the Hold icon  or select Hold from the Activities menu.
8. Click the OK button. The Status field in the ID panel displays “HOLD”. The Channel and TPP group boxes of the tab also populate. The Transaction Reason field automatically populates with an explanation. The Pax List tab can also be checked to verify the selected passenger’s mission status.
9. Select the Pax List tab. The cursor defaults to the Person ID field. All fields are blank.
10. Type in the search criteria information of the person you wish to view in the appropriate field of the Search Criteria pane.
11. Press Enter .

Examples of GATES E-Mail Confirmation Messages by Type of Action

1. Booked passenger

PAX: CASADO ERNEST RNK: SA STS: 001 TT: PU SS: NZ RIC: 123456789 PETS: 0
CHANNEL: NGU-NAP CAT:B REPORT NLT:1115 29JUL01
FLT: BKBWE17 DEP: NORFOLK NS NORFOLK VA 1335 29JUL01
ARR: CAPODICHINO NAPLES IT 0920 30JUL01

2. Cancelled passenger (Indicated by response code “B” at end of line (See Appendix G)

BAERWALD KATH2LT001 RMSSUUDOLFZ06160C198062742649 B

3. Passenger in a “hold” status in GATES (Indicated by response code “H” at end of line (See Appendix G)

USEL RUDOLF SR 001 LAXDNA3PUNZ08216B220259557747 RULSGMD H

4. Non-Availability (Indicates cancellation of reservation due to the non-availability of AMC service during the travel period requested by response code “Y” at end of line) (See Appendix G)

RUTHERFORD CHCPT001 ATLFRF3PTFZ08236B246BLVFRF TESTMAL Y

Figure P-1. Examples of GATES E-Mail Confirmation Messages by Type of Action

The screenshot shows the 'Pax man ops - Unclassified' application window. The 'Passenger Processing' tab is active, displaying a table with passenger information. The first row shows 'RUTHERFORD STEVEN' with 'Person ID' 333225555, 'Mission ID' blank, 'Channel' ATL FRF, 'UCN' SR555501BLV00F, 'Group UCN' blank, and 'Status' NON AVAIL. Below the table, there are various input fields and buttons. The 'Transaction' section shows 'Source' T and 'Reason' PCS -W - Issued because of. The 'Status' field is highlighted with a red box and an arrow pointing to it. The 'Reason' field is also highlighted with a red box and an arrow pointing to it. The 'Status' field is labeled 'NON AVAIL'.

Figure P-2. GATES AMC Non-Availability Screen Example

NOTE: The status box in the upper right hand corner displays “NON AVAIL”. The “Reason” box indicates the reason AMC issued Non-Availability on the request.

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